



CITY OF INDIANOLA COUNCIL MEETING

August 15, 2016

7:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approval of agenda
 - B. August 1, 2016 Minutes
 - C. Applications
 1. A renewal Class "C" Beer Permit and Sunday Sales Privilege for Hy Vee Gas - 912 N. Jefferson
 2. A renewal Class "C" Beer permit and Sunday Sales Privilege for Casey's - 507 S. Jefferson
 3. A renewal Class "C" Beer Permit, Class "B" Native Wine Permit and Sunday Sales Privilege for Casey's - 1006 W. 2nd Avenue
 4. A renewal Class "C" Beer Permit, Class "B" Wine and Class "E" Liquor permit for Fareway Store - 1309 W. 2nd
 - D. Resolution adopting the council policy
 - E. Authorize past due sewer, recycling and storm water fees to be sent to the State Off-Set Program for collection
* Sewer \$5,270.54 (.71%), recycling \$583.05 (1.04%), storm water fee \$167.41
 - F. Authorize ambulances balances of \$42,676.51 to be sent to the State Off-Set Program for collection
 - G. Claims on the computer printout for August 15, 2016 and the July 2016 receipts

6. City Treasurer's Report - Doug Shull
7. Council Reports
 - A. Indianola School District Community Report - Pam Pepper
8. Mayor's Report - Kelly B. Shaw
 - A. Presentation of distinguished service award to Library Director Joyce Godwin
 - B. Community Update
9. Public Consideration
 - A. Old Business
 1. Public hearing and first consideration on whether to amend Indianola Code Chapter 69 to restrict parking on the east side of "G" Street south to corner
 2. Final consideration on whether to amend Indianola Code Chapter 65 to include stop signs and Chapter 69 to restrict parking on the East Trail Ridge Avenue, East Scenic Valley Avenue, North 3rd Lane and North 6th Street
 - B. New Business
 1. Resolution approving the preliminary plat of Prairie Glynn Plat 2 (P&Z approved unanimously on August 9, 2016)
 2. Resolution approving janitorial services contractor agreement with Dust Pro's Janitorial
 3. Resolution approving contract for residential recycling services with Waste Management of Iowa, Inc.
 4. Consider amending Resolution No. 2016-73 Approving Salaries
 5. Resolution approving salaries
10. Other Business
 - A. Motion to go into Closed Session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation
11. Adjourn

Meeting Date: 08/15/2016

Information

Subject

August 1, 2016 Minutes

Information

Fiscal Impact

Attachments

Minutes

REGULAR SESSION – AUGUST 1, 2016

The City Council met in regular session at 6:00 p.m. on August 1, 2016. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, John Parker, Pam Pepper, Brad Ross and Greta Southall.

The consent agenda consisting of the following was approved on a motion by Pepper and seconded by Gezel. Question was called for and upon the council member votes, the Mayor declared the motion carried unanimously.

Approval of agenda

July 18, 2016 Minutes

Resolution No. 2016-68 approving the Event Application Policy (the resolution and policy may be reviewed at the City Clerk's Office)

Block party from Marcia Peeler - 807 N. Buxton - on August 11, 2016 from 4:30 p.m. - 10:30 p.m.

Prior approval applications for urban revitalization designation

Michael & Janine Bruder – 1315 S. “L” Court – SFD - \$175,800

Steger Construction – 613-615 E. Scenic Valley Avenue – Duplex - \$269,500

Karen Creager – 804 W. Scenic Valley Drive – SFD - \$216,600

Wade & Lesley Leuwerke – 3205 W. 4th Avenue – SFD - \$349,000

Autumn Ridge Development – 400 S. 8th Ct. #60 & 61 – Duplex - \$241,000

Cody Sinclair – 106 N. 20th Street – SFD - \$146,500

Cody Sinclair – 107 S. 20th Street – SFD - \$154,100

Final approval applications for urban revitalization designation

Van Dam Construction – 3202 W. 4th Avenue – SFD - \$205,500

Steger Construction – 805 Summit Place – SFD - \$156,500

Orton Homes – 1512 W. Henderson Place – SFD - \$250,000

Claims on the computer printout for August 1, 2016

A motion was made by Ross and seconded by Clark to remove from the table the discussion and direction regarding an invoice from Warren County Economic Development Corporation. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

The council discussed the GroWARRENow Investment \$25,000 invoice from Warren County Economic Development Corporation. A motion was made by Ross and seconded by Pepper to approve \$15,000 (to be paid quarterly) subject to completing the application, an agreement between WCEDC and the City on what bench marks will be completed. Council will review in six months and if bench marks have been completed the Council may look at potential funding. Question was called for and on voice vote the vote was, AYES: Pepper, Gezel, Southall, Parker and Ross. NAYS: Clark. Whereupon the Mayor declared the motion carried.

It was moved by Pepper and seconded by Gezel to approve extending the Economic Development Agreement between the City of Indianola and Greg Marchant for an additional six months and to continuing working with private investors group, working with City Manager Ryan Waller and ongoing

contacts. Question was called for and on voice vote the vote was, AYES: Gezel, Southall, Parker, Ross and Pepper. NAYS: Clark. Whereupon the Mayor declared the motion carried.

The second consideration on whether to amend Indianola Code Chapter 65 to include stop signs and Chapter 69 to restrict parking on the East Trail Ridge Avenue, East Scenic Valley Avenue, North 3rd Lane and North 6th Street was approved on a motion by Ross and seconded by Pepper. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council member Ross introduced the following resolution entitled, "RESOLUTION APPROVING THE STRATEGIC PLAN". Council member Gezel seconded the motion to adopt. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall, Parker and Ross. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-69
RESOLUTION APPROVING THE STRATEGIC PLAN

(The complete resolution may be viewed at the City Clerk's Office)

Pepper moved and Southall seconded to approve the Home Base Iowa Initiative application from Tanner Miller and authorize a handwritten warrant in an amount of \$1,500. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

It was moved by Southall and seconded by Ross to approve the following resolution entitled, "RESOLUTION SETTING AUGUST 15, 2016 AS A PUBLIC HEARING AND FIRST CONSIDERATION ON WHETHER TO AMEND INDIANOLA CODE CHAPTER 69 TO RESTRICT PARKING ON THE EAST SIDE OF 'G' STREET SOUTH TO THE CORNER." On roll call the vote was, AYES: Parker, Ross, Clark, Pepper, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2016-70
RESOLUTION SETTING AUGUST 15, 2016 AS A PUBLIC HEARING AND FIRST
CONSIDERATION ON WHETHER TO AMEND INDIANOLA CODE CHAPTER 69 TO RESTRICT
PARKING ON THE EAST SIDE OF 'G' STREET SOUTH TO THE CORNER

(The complete resolution may be viewed at the City Clerk's Office)

Council member Parker introduced the following resolution entitled, "RESOLUTION APPROVING THE PURCHASE OF A BULK MATERIAL STORAGE SILO FOR THE STREET DEPARTMENT FROM CEMEN TECH IN AN AMOUNT NOT TO EXCEED \$27,657.61." Council member Pepper seconded the motion to adopt. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall and Parker. NAYS: None. ABSTAINED: Ross. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2016-71
RESOLUTION APPROVING THE PURCHASE OF A BULK MATERIAL STORAGE SILO FOR THE
STREET DEPARTMENT FROM CEMEN TECH IN AN AMOUNT NOT TO EXCEED \$27,657.61

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by Pepper and seconded by Gezel to approve the following resolution entitled, "RESOLUTION SETTING REGULAR DATE AND TIME OF COUNCIL MEETINGS." On roll call the vote was, AYES: Gezel, Southall, Parker, Ross. Clark and Pepper. NAYS; None. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2016-72
RESOLUTION SETTING REGULAR DATE AND TIME OF COUNCIL MEETINGS

(The complete resolution may be viewed at the City Clerk's Office)

Council member Ross moved to approve the following Resolution Approving Personnel Salaries. Council member Pepper seconded the motion. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall, Parker and Ross. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-73
RESOLUTION APPROVING SALARIES

(The complete resolution may be viewed at the City Clerk's Office)

It was moved by Ross and seconded by Clark to adopt the following resolution entitled, "RESOLUTION AUTHORIZING THE CERTIFICATE OF LIENS TO THE WARREN COUNTY TREASURER FOR PURPOSES OF ASSESSING THE COST OF THE NUISANCE ABATEMENT AGAINST PROPERTY." On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall, Parker and Ross. NAYS: None. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2016-74
RESOLUTION AUTHORIZING THE CERTIFICATE OF LIENS TO THE WARREN COUNTY
TREASURER FOR PURPOSES OF ASSESSING THE COST OF THE
NUISANCE ABATEMENT AGAINST PROPERTY

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by Clark and seconded by Parker to enter into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council member Clark moved and Parker seconded to return to regular session. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Mayor Shaw stated that no decisions were made in closed session.

Meeting adjourned at 8:00 p.m. on a motion by Parker and seconded by Pepper.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 08/15/2016

Information

Subject

A renewal Class "C" Beer Permit and Sunday Sales Privilege for Hy Vee Gas - 912 N. Jefferson

Information

This is a renewal of Hy Vee Gas liquor license at 912 N. Jefferson. All of the paper work is in order and staff has approved.

Fiscal Impact

Attachments

Hy Vee Gas Permit

July 28, 2016

NAME OF APPLICANT: Hy Vee Gas – 912 N. Jefferson

TYPE OF LICENSE/PERMIT: Class “C” Beer Permit and Sunday Sales

	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u>X</u>	<u></u>
Fire Chief	<u>X</u>	<u></u>
B&Z Official	<u>X</u>	<u></u>
Sign Compliance	<u>X</u>	<u></u>

*Reasons for disapproval

Applicant License Application (BC0028383)

Name of Applicant: <u>Hy-Vee, Inc.</u>		
Name of Business (DBA): <u>Hy-Vee Gas</u>		
Address of Premises: <u>912 Jefferson</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business	<u>(515) 961-5329</u>	
Mailing	<u>5820 Westown Pkwy</u>	
City <u>West Des Moines</u>	State <u>IA</u>	Zip: <u>50266</u>

Contact Person

Name	<u>Denae Elgin</u>		
Phone:	<u>(515) 267-2874</u>	Email	<u>delgin@hy-vee.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 10/05/2016

Expiration Date: 10/04/2017

Privileges:

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>[REDACTED]</u>	Federal Employer ID	<u>[REDACTED]</u>

Ownership

Stephen Meyer

First Name:	<u>Stephen</u>	Last Name:	<u>Meyer</u>	
City:	<u>Des Moines</u>	State:	<u>Iowa</u>	Zip: <u>50309</u>
Position:	<u>Executive VP, Secretary</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	Yes	

Randy Edeker

First Name:	<u>Randy</u>	Last Name:	<u>Edeker</u>	
City:	<u>Urbandale</u>	State:	<u>Iowa</u>	Zip: <u>50322</u>
Position:	<u>CEO, President</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	Yes	

Michael Skokan

First Name:	<u>Michael</u>	Last Name:	<u>Skokan</u>	
City:	<u>Waukee</u>	State:	<u>Iowa</u>	Zip: <u>50263</u>
Position:	<u>CFO, Treasurer</u>			

% of Ownership: 0.00%

U.S. Citizen: Yes

Jeffrey Pierce

First Name: Jeffrey

Last Name: Pierce

City: West Des Moines

State: Iowa

Zip: 50265

Position: Asst. Treasurer, Financial Reporting

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 08/15/2016

Information

Subject

A renewal Class "C" Beer permit and Sunday Sales Privilege for Casey's - 507 S. Jefferson

Information

This is a renewal of Casey's liquor license located at 507 S. Jefferson. All of the paper work is in order and staff has approved.

Fiscal Impact

Attachments

Casey 507 S Jefferson Permit

July 28, 2016

NAME OF APPLICANT: Casey's – 507 S. Jefferson

TYPE OF LICENSE/PERMIT: Class "C" Beer Permit and Sunday Sales

	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u>X</u>	<u></u>
Fire Chief	<u>X</u>	<u></u>
B&Z Official	<u>X</u>	<u></u>
Sign Compliance	<u>X</u>	<u></u>

*Reasons for disapproval

Applicant License Application (BC0024387)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #1908</u>		
Address of Premises: <u>507 South Jefferson</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>5012500</u>
Business <u>(515) 961-6628</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>Penny Patrick, Store Operations</u>
Phone: <u>(515) 965-6572</u> Email <u>penny.patrick@caseys.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 10/01/2016

Expiration Date: 09/30/2017

Privileges:

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>[REDACTED]</u> Federal Employer ID <u>[REDACTED]</u>

Ownership

Michael Richardson

First Name: <u>Michael</u>	Last Name: <u>Richardson</u>	
City: <u>Pleasant Hill</u>	State: <u>Iowa</u>	Zip: <u>50327</u>
Position: <u>President</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

420935283 Casey's General Stores, Inc.

First Name: <u>420935283</u>	Last Name: <u>Casey's General Stores, Inc.</u>	
City: <u>Ankeny</u>	State: <u>Iowa</u>	Zip: <u>50021</u>
Position: <u>Owner</u>		
% of Ownership: <u>100.00%</u>	U.S. Citizen: <u>No</u>	

Robert C Ford

First Name: <u>Robert C</u>	Last Name: <u>Ford</u>	
City: <u>Dallas Center</u>	State: <u>Iowa</u>	Zip: <u>50063</u>
Position: <u>Vice President</u>		

% of Ownership: 0.00%

U.S. Citizen: Yes

Julia L Jackowski

First Name: Julia L

Last Name: Jackowski

City: Urbandale

State: Iowa

Zip: 50322

Position: Assistant Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 08/15/2016

Information

Subject

A renewal Class "C" Beer Permit, Class "B" Native Wine Permit and Sunday Sales Privilege for Casey's - 1006 W. 2nd Avenue

Information

This is a renewal of Casey's liquor license located at 1006 W. 2nd Avenue. All of the paper work is in order and staff has approved.

Fiscal Impact





Attachments

Casey 1006 W 2nd Permit

July 28, 2016

NAME OF APPLICANT: Casey's – 1006 W. 2nd Avenue

TYPE OF LICENSE/PERMIT: Class "C" Beer Permit, Class "B" Native Wine Permit and Sunday Sales

	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u></u>	<u></u>
Fire Chief	<u></u>	<u></u>
B&Z Official	<u></u>	<u></u>
Sign Compliance	<u></u>	<u></u>

*Reasons for disapproval

Applicant License Application (BC0026017)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #2097</u>		
Address of Premises: <u>1006 West 2nd Avenue</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>5012500</u>
Business <u>(515) 962-2217</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name Penny Patrick, Store Operations	
Phone: (515) 965-6572	Email penny.patrick@caseys.com

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 10/02/2016

Expiration Date: 10/01/2017

Privileges:

Class B Native Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>	
Corporate ID Number: <u>[REDACTED]</u>	Federal Employer ID <u>[REDACTED]</u>

Ownership

Michael Richardson

First Name: <u>Michael</u>	Last Name: <u>Richardson</u>	
City: <u>Pleasant Hill</u>	State: <u>Iowa</u>	Zip: <u>50327</u>
Position: <u>President</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: Yes	

42-0935283 Casey's General Stores, Inc

First Name: <u>42-0935283</u>	Last Name: <u>Casey's General Stores, Inc</u>	
City: <u>Ankeny</u>	State: <u>Iowa</u>	Zip: <u>50021-804</u>
Position: <u>Owner</u>		
% of Ownership: <u>100.00%</u>	U.S. Citizen: No	

Julia L Jackowski

First Name: <u>Julia L</u>	Last Name: <u>Jackowski</u>	
City: <u>Urbandale</u>	State: <u>Iowa</u>	Zip: <u>50322</u>

Position: Assistant Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

Robert C Ford

First Name: Robert C

Last Name: Ford

City: Dallas Center

State: Iowa

Zip: 50063

Position: Vice President

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 08/15/2016

Information

Subject

A renewal Class "C" Beer Permit, Class "B" Wine and Class "E" Liquor permit for Fareway Store - 1309 W. 2nd

Information

This is a renewal of Fareway Store liquor license located at 1309 W. 2nd. All of the paper work is in order and staff has approved.

Fiscal Impact

Attachments

Fareway Permit

August 2, 2016

NAME OF APPLICANT: Fareway – 1309 W. 2nd

TYPE OF LICENSE/PERMIT: Class "C" Beer Permit, Class "B" Wine and Class "E" Liquor

	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u>✓</u>	<u> </u>
Fire Chief	<u>✓</u>	<u> </u>
B&Z Official	<u>✓</u>	<u> </u>
Sign Compliance	<u>✓</u>	<u> </u>

*Reasons for disapproval

Applicant License Application (LE0001569)

Name of Applicant: <u>Fareway Stores, Inc.</u>		
Name of Business (DBA): <u>Fareway Stores, Inc. #657</u>		
Address of Premises: <u>1309 W 2nd</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business	<u>(515) 961-5643</u>	
Mailing	<u>2300 Industrial Park Road</u>	
City <u>Boone</u>	State <u>IA</u>	Zip: <u>50036</u>

Contact Person

Name <u>Tracey Wilson</u>	
Phone: <u>(515) 433-5336</u>	Email <u>twilson@farewaystores.com</u>

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 10/01/2016

Expiration Date: 09/30/2017

Privileges:

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>[REDACTED]</u>	Federal Employer ID <u>[REDACTED]</u>

Ownership

Fred E. Vitt Trust

First Name: <u>Fred E.</u>	Last Name: <u>Vitt Trust</u>	
City: <u>Boone</u>	State: <u>Iowa</u>	Zip: <u>50036</u>
Position: <u>Trust</u>		
% of Ownership: <u>10.85%</u>	U.S. Citizen: <u>Yes</u>	

Frederick Greiner

First Name: <u>Frederick</u>	Last Name: <u>Greiner</u>	
City: <u>Boone</u>	State: <u>Iowa</u>	Zip: <u>50036</u>
Position: <u>President</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Paul S. Beckwith Trust

First Name: <u>Paul S.</u>	Last Name: <u>Beckwith Trust</u>	
City: <u>Boone</u>	State: <u>Iowa</u>	Zip: <u>50036</u>

Position: Trust

% of Ownership: 55.78%

U.S. Citizen: Yes

Various Individuals & Trust each

holding less than 5%.

First Name: Various Individuals & Trust Last Name: each holding less than 5%

City: Unknown

State: Iowa

Zip: 55555

Position: Stockholders

% of Ownership: 33.37%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: Merchants Bonding Company

Policy Effective Date: 10/01/2016

Policy Expiration 01/01/1900

Bond Effective 2

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 08/15/2016

Information

Subject

Resolution adopting the council policy

Information

In your packet is the resolution and council policy that is considered annually. There were five additions to the policy:

- August 3, 2015 - Wells Fargo Purchase Card Procedure Policy
- March 7, 2016 - Continuing Disclosure Policy
- June 20, 2016 - Policy for payments and refunds of credit cards
- July 5, 2016 - Financial Policy
- August 1, 2016 - Event Application Policy

The policy is a collection of methods/procedures, etc. adopted over the years.

Fiscal Impact

Attachments

Resolution

Council Policy

RESOLUTION NO. 2016-_____

RESOLUTION ADOPTING THE COUNCIL POLICY

WHEREAS, the City Council of the City of Indianola would like to provide guidance on policies of the City of Indianola; and

WHEREAS, the council policy represents a framework of methods, procedures and operations for the City of Indianola; and

WHEREAS, the policies are divided into the following categories: Boards and Commissions, Council/Mayor, Employees, Financial Policies, Policies, Streets/Alleys/Parking Lots/Street Construction and Miscellaneous Policies; and

WHEREAS, these policies represent long-standing methods, procedures and operations for the City; and

WHEREAS, the policy will be approved annually; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, hereby approves the Council Policy.

Passed and approved this 15th day of August, 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

COUNCIL POLICY

Council Annual Approval 07-07-03
07-06-04
07-05-05
07-17-06
07-02-07
08-04-08
08-03-09
09-07-10
09-06-11
08-20-12
08-19-13
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08-03-15

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COUNCIL POLICY FOLDER

Policy Folder

Policy folder be established and maintained in the Clerk's Office. The policy manual should be reviewed at least in the even calendar years.

Adopted by City Council On February 4, 1974.

BOARDS AND COMMISSIONS

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Awards

The City Council will award a plaque to those members of a Board or Commission who complete at least one full term.

Boards and Commissions Membership

Membership shall be limited to citizens living within the corporate limits of the city. In addition, only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time. The objective shall be to have membership from as broad a base as possible from residents within the city limits.

City employees may serve as members on city boards and commissions which are established by ordinance. However, city employees shall not serve on boards/commissions which govern their respective departments i.e. a park employee shall not serve on the Parks and Recreation Commission. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve city employees when potential conflicts of interest may be present.

Adopted by City Council on February 4, 1974, amended August 3, 1987; August 1, 1988.

Drug Abuse and Alcohol Commission

The Council has established through Ordinance 2-11 the Indianola Drug Abuse and Alcohol Commission and has limited its membership to residents of the City of Indianola. It acknowledges however, that additional assistance can prove very helpful and therefore provides for non-resident consultants/advisors to work with the Commission in various related areas. The consultants/advisors shall assist the Commission on policy matters but shall not have any voting authority. This commission shall select its consultant/advisors subject to the approval of the Mayor.

Adopted by City Council on July 6, 1987.

Membership List

A listing of commissions and board members, including the expiration date of their appointments shall be prepared and provided at the first annual Council meeting in January.

COUNCIL/MAYOR

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Agenda

The Council agreed that it be established as Council policy that any request for funds from the City be in writing before being placed on the Council agenda, otherwise it would be considered only under "other business."

Adopted by City Council on February 22, 1977.

Mayoral Expenditures Budget

Expenditures to be charged to the Mayoral budget are defined as those specifically related to the duties and functions of the Mayor's office as opposed to those of a city function. Expenses, other than mileage, shall be reimbursed when performed within the corporate limits of the City of Indianola.

Adopted by City Council on April 20, 1981.

Orientation

After election and prior to taking office, newly-elected council members shall be invited to attend an orientation meeting with the City Manager and/or other appointed staff members for the purpose of an explanation of how the City functions, tour of the facilities, and an update of the financial condition of the City.

Adopted by City Council on February 4, 1974.

City Council Procedural Rules

PART I: GENERAL PROVISIONS

Rule 1: Scope

These rules shall govern the conduct of the City Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2: Rules of Order

Rules of order not specified within this document or, otherwise, by State statute, City ordinance or resolution shall be governed by the generally accepted rules of procedure found in Robert's Rules of Order, Newly Revised, and shall govern City council meetings unless a change from those rules is approved by the Council for a specific reason.

Rule 3: Matters Not Covered

Any matter of order or procedure not covered by these rules shall be decided by the presiding officer, with the assistance and advice of the City Attorney.

Rule 4: Interpretation

These rules are intended to supplement, and shall be interpreted to conform with, the Statutes of the State of Iowa, an Ordinances or resolution of the City of Indianola.

PART II: TIME AND PLACE OF MEETINGS

Rule 5: Regular Meetings

Regular meetings of the City Council are held every first and third Monday of the months at 6:00 p.m. in the council chambers of the City Hall located at 110 N. 1st Street, Indianola, IA. When a Council meetings Monday falls on a holiday, the meeting shall be held at the regular hour on the next succeeding day that is not a holiday. Council may continue, reschedule or postpone any regular meeting to another date and time, or may cancel a meeting.

Rule 6: Special Meetings

Special meetings may be called 24 hours in advance in accordance with State Statues. The call for a special meeting shall specify the place, day, hour and agenda for the meeting and shall be posted at the City Hall entrances.

PART III: CONDUCT OF MEETINGS

Rule 7: Call to Order

The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary Presiding Officer shall then be selected, in accordance with Rule 8.

Rule 8: Presiding Officer

The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the Presiding Officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the Council members present will select the Presiding Officer by vote.

Rule 9: Control of Discussion

The Presiding Officer shall facilitate discussions of the Council on Agenda items to promote equitable participation in accordance with these rules.

Rule 10: Discussion

A Council member shall speak after being recognized by the Presiding Officer. A Council member, after being recognized, shall not be interrupted, except by the Presiding Officer, in the event it is necessary to enforce these rules.

Rule 11: Limit on Remarks

Each Council member shall limit his/her remarks to a reasonable length. A Council member recognized for a specific purpose shall limit remarks to that purpose.

Rule 12: Presiding Officer's Right to Enter into General Discussion

The Mayor, or other Presiding Officer as a member of the Council, may enter into general discussion where there is no motion pending. In all debate where there is a pending motion, the Presiding Officer must step down to participate in such debate.

Rule 13: Presiding Officer's Right to Close Debate

The Presiding Officer has the right to close debate where there is no motion pending, unless a majority of the Council members present vote to continue the discussion. In all cases where there is a motion pending, the proponent of the motion has the right to make closing remarks on the motion.

PART IV: CITIZEN PARTICIPATION

Rule 14: Citizen's Right to Address Council

Persons other than the Mayor or a Council member shall be permitted to address the Council during the "Public Forum" or public hearing portions of the Agenda or at other times as determined by the Mayor or the City Council.

Rule 15: Manner of Addressing Council

Persons wishing to speak may notify the Presiding Officer prior to commencement of the council meeting that they wish to speak on a specific item. However, should they determine that they wish to speak during the meeting they should stand to indicate their request to be recognized by the Presiding Officer.

1. Public Forum – Non Agenda items. Members of the Public in attendance at the council meeting who desire to address matters not on the current agenda may request time to address the Council during the Public Forum portion of the agenda, when provided. The person desiring to address the Council shall stand up and upon being recognized by the Presiding Officer shall approach the podium and state their name, address and general subject of their comments. If speaking on behalf of a group or organization it should be so stated. The Presiding Officer may then allow the comments subject to such time limitations as the officer deems reasonable and appropriate, generally five (5) minutes. Following the citizen comments, the Presiding Officer may place the matter on a future agenda, refer the matter to the City Manager for further investigation and report or may make no further comment or disposition of the matter.
2. Current Agenda Items. After a pending agenda items has been moved and seconded, but prior to council discussion and deliberation, the Presiding Officer may recognize citizens who wish to speak on a pending Agenda measure. The Presiding Officer shall first rule on the relevance and appropriateness of the proposed public comments prior to recognizing the speaker. If deemed relevant and appropriate, the Presiding Officer shall recognize the

speaker. All verbal presentations shall be made at the podium. The speaker shall begin by first stating their name, address and the general subject of their presentation. The Presiding Officer may change the order of speakers so that comments are heard in a logical format, e.g., proponents, opponents, adjacent property owners, vested interests, etc. The Presiding Officer may allow the comments subject to such time limitations as the Officer deems necessary, generally five (5) minutes per speaker.

3. Public Hearing Agenda Items: Members of the Public in attendance at the council meeting may speak about an action with regarding to an agenda item noted as a public hearing before any item has been moved and seconded by the Council. The speaker shall use the podium and begin by first stating their name, address and purpose for addressing the council. Their comments should be subject to the stated time limits, generally five (5) minutes per speaker.

Rule 16: Time limit on Citizen's Remarks

An individual citizen shall be limited to five minutes speaking on any subject covered under Rule 14, unless additional time is granted by the Presiding Officer or a majority of those Council members present. Total citizen input on any subject under Council consideration may be limited to a fixed period by the Presiding Officer.

Rule 17: Remarks of Citizens to be Germane

Citizen comments must be directed to the subject under consideration. The Presiding Officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the Presiding Officer from further comment before the City Council during that meeting.

PART V: AMENDMENT OF PROCEDURAL RULES

Rule 18: Suspending Procedural Rules

These rules may be suspended by the City Council for duration of the current meeting following a majority vote of the Council Members present.

Rule 19: Amendments to Procedural Rules

These rules may be amended through a resolution adopting such a change by a majority vote of the entire Council.

Adopted by City Council on July 5, 2011 (also Robert's Rules of Order)

Workplace Harassment and Violence Prevention

The purpose of this policy is to maintain a professional workplace that is as free as possible of harassment and violence and to provide a reporting system. For this policy, the definition of harassment and violence shall include, but not be limited to: escalating harassment, threats, repeated inappropriate workplace language, physical violence, hostile behavior, stalking, intimidation, property damage, and other similar behaviors that severely disrupt an employee's ability to carry out their assigned duties.

A. Potential Violators

No employee, city official, or member of the general public, through the course of their employment, term of office, appointment, or other interactions with City employees conducting official City affairs, shall harass or engage in violent behavior against employees of the City.

B. Reporting Procedure

Employees should report work-related incidents, from any source, to their immediate supervisor and to the Director of Human Resources. The Director of Human Resources shall document the alleged incident and inform the City Manager of the allegation, or, if the alleged incident involves the City Manager, the City Attorney.

The Respective Manager (or, if appropriate, the City Attorney) and Director of Human Resources shall investigate the alleged incident. Upon finding that harassment or violence occurred, they shall:

- Impose appropriate disciplinary action if involving another City employee
- Report the incident to the Mayor if involving the City Manager
- Report the incident to the City Attorney and Mayor if involving a Council or Trustee Member
- Report the incident to the City Attorney and Mayor Pro Tem if involving the Mayor
- Report the incident to the City Attorney if involving a member of the general public. The City Attorney shall then determine appropriate legal actions and advise the Council or Trustees if additional legal action is warranted

If the Mayor or Mayor Pro Tem are notified of an incident, they shall work with the City Attorney or other legal counsel to investigate, arbitrate, or otherwise dispose of the incident in a manner that best represents the public's interest and, upon its disposal, inform the City Council or Trustees.

C. Results

The City employee behavior that violates this policy may be subject to disciplinary action under the City's employment policies. Appropriate legal action may be imposed upon the general public or other non-employee public officials who violate this policy.

Nothing in this policy precludes the City from applying additional personnel policies for specific incidents, such as sexual harassment or discrimination, where applicable.

Adopted by City Council on August 4, 2008.

EMPLOYEES

- **Employee Recognition Policy** 11
- **Personnel Manual** 12

Employee Recognition Policy

The city acknowledges the importance of recognizing employees, elected and appointed officials during certain occasions and therefore the following policy shall be followed:

1. Awards Banquet: The city may approve funding toward employee recognition such as the annual awards banquet to offset costs for dinner, entertainment and employee awards. Recognition may include, but is not limited to service certificates and plaques, safety awards, sick leave (lack of use) incentives.
2. Retirement Recognition: The city may recognize an employee who retires from service by hosting a retirement recognition gathering. The amount spent shall not exceed \$200.00. In addition, a plaque or certificate may be provided.

This policy does not prohibit employees from making gifts with private contributions.

3. Death in Family: The city may send condolences to current and former employees, elected and appointed officials, who experience a death in their “immediate family” as defined in the Personnel Management Guide and/or Union Contract. The amount spent shall not exceed \$50.00.

Adopted by City Council on March 3, 1997.

Personnel Manual

The Council shall establish and maintain a personnel policy manual including but not limited to policies on hiring, firing, sick leave, job qualifications, job descriptions, salary schedules, etc.

Adopted by City Council on February 4, 1974.

FINANCIAL POLICIES

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Annual Audit Policy

The purpose of this policy is to provide for a comprehensive annual financial report (CAFR) and an annual audit of financial reports contained in the CAFR. Therefore, it shall be the policy of the City of Indianola that:

1. The City Council shall solicit proposals from qualified firms at least every 3 years to provide auditing services. The city council shall procure a firm to perform an annual audit of financial reports contained in the CAFR. Qualified firms are an independent firm of licensed certified public accountants or the Auditor's Office for the State of Iowa.
2. Audits shall be performed in accordance with generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in standards issued by the Comptroller General of the United States. The council shall annually review and approve the report of the independent auditor at a meeting open to the public.
3. Audits shall be performed in accordance with OMB Circular A-133, also known as a single audit, if expenditures under Federal awards exceed \$500,000 for the fiscal year. Single audit reports shall be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the end of the fiscal year.
4. The Director of Finance, as the designated Chief Accounting Officer, shall publish within nine months of the close of each fiscal year a complete set of audited financial statements. The comprehensive annual financial report, and reports for all component units, shall be submitted to the Auditor's Office for the State of Iowa by March 31 of each year (as per Iowa Code).

Adopted by City Council on April 18, 2005.

Accounting System Policy

The purpose of the accounting system policy is to enable the preparation of financial statements presented in conformity with applicable laws, rules, and regulations. The accounting system shall be structured in the following manner:

1. The Director of Finance, as the designated as the Chief Accounting Officer, shall implement procedures to implement this policy.
2. A fund accounting system that differentiates between the General Fund and other funds required to be separately accounted for by law, rule, or regulation.
3. Accounting codes that differentiate between assets, liabilities, receipts or revenues, and disbursements or expenditures for each fund.
4. Accounting codes that differentiate between revenue and expenditures by Federal or state grant programs as well as other programs and activities.
5. Utility billing system providing for customer billing of utility consumption and other appropriate fees and voluntary contributions.
6. Payroll database system for compensation of employees as provided in the Salary Resolution or as otherwise approved by the City Council.
7. Provide for a report to be reconciled with those of the City Treasurer as described in the Cash Management Policy.

Procedures

The following procedures have been approved by the governing body to implement the Accounting System Policy. As part of these procedures, the Director of Finance may segregate duties between or delegate responsibilities to the City Clerk, Payroll/Utility Billing Clerk, Accounts Payable Clerk, Cashier, and other part-time employees.

General Ledger:

1. The Director of Finance or designee shall maintain a Chart of Accounts of all account codes.
2. The Accounts Payable Clerk or designee shall prepare and enter all general ledger entries.
3. The Director of Finance or designee shall review and approve all general ledger entries on a monthly basis.

Utility Billing:

1. The Utility Billing/Payroll Clerk or designee shall prepare and enter all utility billing information including account set up, consumption readings, adjustments, and account terminations.
2. No adjustments may be made to any Clerk's Office employee's personal utility account without the prior approval of the City Clerk or City Manager, if to the City Clerk's account.
3. All billing and collection procedures shall be in compliance with applicable rules and regulations promulgated by the Iowa Utilities Board and the municipal utility board.

Payroll:

1. Salaries and wages shall be supported by timesheets that separately report time worked on different projects and leave time.
2. Timesheets shall be attested to as accurate by both the employee and a supervisor familiar with the employee's activities.
3. Payroll disbursements are subject to the policies and procedures detailed in the Cash Management Policy.
4. No adjustments may be made to any Clerk's Office personnel account without the prior approval of the City Council, City Clerk or City Manager, if to the City Clerk's account.

Adopted by City Council on April 18, 2005.

Capitalization Thresholds for Financial Reporting

Pursuant to requirements to report fixed assets on financial statements, the threshold for reporting additions to fixed assets shall be established as follows:

1. All non-infrastructure capital items with a useful life less than two years from the date of acquisition or an individual item cost of less than \$5,000 shall be expensed.
2. All non-infrastructure capital items or projects with a useful life of at least two years from the date of acquisition and an individual cost of at least \$5,000 shall be added to applicable fixed asset schedules.
3. All costs for infrastructure assets shall be added to applicable fixed asset schedules.

Nothing in this policy shall be construed to limit the inclusion of expensed capital items in inventory management systems.

Adopted by City Council on November 17, 2003.

Cash Management Policy

The purpose of the cash management policy is to provide an efficient, cost-effective method of processing cash transactions. Therefore, it shall be the policy of the City of Indianola to:

1. Annually adopt a resolution naming depositories for all institutions that can be utilized for deposit accounts.
2. Annually adopt an investment policy for delegating the responsibility of investing cash balances to the appropriate parties and providing guidelines for the investment of funds.
3. Designate the City Treasurer as responsible for the safe custody of all city funds (as per Chapter 19 of the Code of Ordinances).
4. Designate the City Manager as responsible for supervising and directing the official conduct of all officers of the city under the management and control of the City Council, including the City Clerk (as per Chapter 21 of the Code of Ordinances). The City Manager shall implement procedures to delegate fiscal responsibilities while maintaining effective internal controls. As such, the Director of Finance is designated as the Chief Accounting Officer and has the authority to implement accounting procedures needed to maintain effective internal controls over city funds.
5. Approve all expenditures at meetings open to the public and provide for the publication of the expenditure report (as per Iowa Code). Annually, the City Clerk shall provide for the publication of all actual salaries and wages for all personnel under the management and control of the City Council.
6. Approve a summary report of all receipts by fund at meetings open to the public and provide for the publication of the said report (as per Iowa Code).
7. Annually adopt a Salary Resolution setting compensation rates and benefits for all employees under the management and control of the City Council at the beginning of each fiscal year. Increases in compensation throughout the year shall be approved by roll call of the City Council.
8. Reconcile the Director of Finance accounting of deposits, withdrawals, and fund balances as described in the Accounting System Policy to the account balances attested to by the City Treasurer. The City Council shall review and approve the reconciliation report on a monthly basis.

Procedures

The following procedures have been approved by the governing body to implement the Cash Management Policy. As part of these procedures, the City Clerk may segregate duties between or delegate responsibilities to the Payroll/Utility Billing Clerk, Accounts Payable Clerk, Cashier, and other part-time employees.

Account Maintenance:

1. The Director of Finance is the designated official authorized to sign checks.
2. Bank statements are to be reconciled on a monthly basis by the Accounts Payable Clerk with oversight by the Director of Finance.
3. Blank checks shall be safeguarded and stored in a vault or other non-public areas not accessible by non-administrative personnel.
4. No checks are to be issued without prior approval by the City Council.

Deposits:

1. The Cashier or designee shall be provided information pertaining to all amounts owed to the City of Indianola.
2. All checks or cash to be deposited shall be delivered to the Cashier or designee as soon as practical from the time collected by any city employee or official. Each department that receives checks or cash shall deliver to the Cashier or designee information showing that amounts actually received balance, within reasonable variance, what was delivered to the Cashier or designee.
3. The Cashier or designee shall provide, and retain a copy of, receipts for all amounts collected.
4. The Cashier or designee shall prepare a daily receipt report totaling all deposits into city accounts. The report shall balance, within reasonable variance, the actual amount deposited for the period covering that report.
5. The Director of Finance, or designee, shall request funds for projects funded by federal or state awards in accordance with the appropriate rules and regulations. All requests shall be provided to the Cashier for receipt purposes as soon as practical from the time requested. All requests for funds shall be timed in accordance with the actual immediate cash requirement of carrying out the approved project. Requests are not to be made to cover future expenditures, unless explicitly allowed by the appropriate funding authority for that specific project.

Purchasing:

All expenditures by any board, commission, or employee shall be reasonable in nature and necessary to attain the public purposes set forth in the annual budget as adopted by the City Council. In all purchasing decisions, the goal is to use the lowest responsive/responsible supplier using cost and any other factors deemed prudent by the board, commission, or employee. These procedures may be waived during bona-fide emergencies. The following procedures shall apply:

1. Competitive quotes from at least 2 sources shall be sought for all one-time purchases for items or services costing more than \$1,000 for each item or unit of service. For routine purchases, competitive quotes shall be sought at least once every 2 years for items or services costing more than \$1,000 for each item or unit of service. This requirement may be waived when purchasing under an agreement or consortium where competitive quotes have previously been obtained. This requirement may also be waived when purchasing proprietary replacement items or services for which there are no comparable suppliers.
2. Public improvement projects less than \$40,000 shall be procured using semi-formal competitive quotation procedures set forth in Iowa law.
3. Public improvement projects more than \$40,000 but less than \$100,000 shall be procured using informal contracting procedures set forth in Iowa law.
4. Public improvement projects in excess of \$100,000 shall be procured using competitive bidding procedures set forth in Iowa law.
5. Bidding procedures may be waived during bona-fide emergencies with procedures set forth in Iowa law.
6. Mileage rates, vehicle, and travel allowances shall be determined by policies adopted by the City Council.
7. The lowest responsive/responsible quote or bid should be used unless the city's Local Purchase Policy is followed.
8. All contracts must be approved by the City Council unless otherwise approved by a board or commission with such statutory authority.
9. Where authority is granted in the Code of Ordinances, boards and commissions are authorized to approve the purchase of budgeted items by a majority or quorum vote. Documentation of this shall consist of a listing of claims accompanied by the minutes.

10. The City Manager is authorized to purchase budgeted items, non-budgeted items up to \$5,000, and other items as authorized by the City Council and to delegate purchasing authorities as appropriate. As such, each Department Head is authorized to purchase budgeted items, or as otherwise authorized by the City Manager, for the individual fund for which they have supervisory authority. Department Heads are authorized to reasonably substitute individual items from those budgeted but must obtain approval from the City Manager before exceeding total budgeted expenditures for the funds for which they have supervisory authority.
11. Each Department Head or the Director of Finance shall attest to the authorization to disburse funds to pay for their department's approved purchases (henceforth called a claim). This authorization may be delegated at the discretion of the Department Head. The Director of Finance shall attest to the claims directly approved by the City Council, any official board or commission action in the absence of any other employee authorized by the official board or commission, and to reimburse the City Manager or any other employee of the city. The City Manager shall attest to the claims to pay for reimbursements to the Director of Finance.
12. Purchasing of items for projects funded by federal or state grant awards shall be limited to the minimum amounts needed to cover allowable project costs.

Disbursements:

1. All approved claims shall be submitted to the Accounts Payable Clerk or designee as soon as practical from the time received by any city employee or official.
2. The Accounts Payable Clerk or designee shall review all claims for appropriate approval and consistency with policies and procedures prior to processing disbursements.
3. The Accounts Payable Clerk shall provide a report of all non-payroll associated claims to the Director of Finance, who shall in turn submit it to the City Council for approval.
4. The Payroll/Utility Billing Clerk shall maintain the payroll system in accordance to the Salary Resolution and other policies adopted by the City Council.
5. The Payroll/Utility Billing Clerk shall prepare a bi-weekly payroll and any associated claims for deductions, taxes, or other benefits.
6. The Payroll/Utility Billing Clerk shall provide a report of all payroll-associated claims to the Director of Finance, who shall in turn submit it to the City Council for approval.
7. Checks shall be approved and signed by the Director of Finance, or as otherwise authorized by the City Council.
8. The Director of Finance is expressly authorized to make disbursements using electronic means for the following items:
 - Payment of debt, or interest on debt, previously approved by resolution of the City Council or any authorized board or commission.
 - Payment of payroll-associated claims including voluntary deductions, remittance of taxes, or other benefits as described in resolutions and policies adopted by the City Council.
 - Payment of credit card and bank account fees under agreements previously approved by the City Council.
 - Remittance of sales and use taxes to the State of Iowa.
 - Payment of self-funded health insurance and flex spending claims as approved by a third party administrator under contracts approved by the City Council.
 - Payment to settle contracts with specifically identified and scheduled payments previously approved by the City Council.

Adopted by City Council on April 18, 2005; amended August 4, 2008.

Investment Policy

Section 1 -- Scope Of Investment Policy

The Investment Policy of the City of Indianola shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Indianola. This policy also applies to Indianola Police Retirement Funds in excess of the funding of the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B and 12C.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the City of Indianola to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Indianola.
3. The auditor engaged to audit any fund of the City of Indianola.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the City of Indianola.

SECTION 2 -- DELEGATION OF AUTHORITY

In accordance with Section 12B.10(1), the responsibility for conducting investment transactions resides with the Treasurer and Finance Director of Indianola. Only the Treasurer and Finance Director and those authorized by ordinance or resolution may invest public funds and a copy of any empowering ordinance or resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Indianola shall require the outside person to notify in writing the Finance Director within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Indianola by the outside person.

The records of investment transactions made by or on behalf of the City of Indianola are public records and are the property of the City of Indianola whether in the custody of the Finance Director or in the custody of a fiduciary or other third party.

The Treasurer and Finance Director shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Indianola responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited

financial statement and related report on internal control structure of all outside persons performing any of the following for this public body.

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of Indianola and all employees authorized to place investments shall be bonded in the amount of \$25,000.

SECTION 3 -- OBJECTIVE OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Indianola shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

SECTION 4 -- PRUDENCE

The Treasurer of Indianola, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Indianola and the investment objectives stated in Section 3.

SECTION 5 -- INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City of Indianola may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City of Indianola. Deposits in any financial institution shall not exceed the maximum approved by the governing body of the City of Indianola.
- Obligations of the United States government, its agencies and instrumentality's.

- Certificates of deposit and other evidences of deposit at federally insured depository institutions approved and secured pursuant to Chapter 12C.
- Iowa Public Agency Investment Trust (IPAIT).
- Prime bankers' acceptance that mature within 180 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the highest classification, as established by at least one of the standard ratings services approved by the superintendent of banking. If rated by two services, the highest classification in both.
- Repurchase agreements collateralized at no less than 102% and provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentality's and the Finance Director takes delivery of the collateral either directly or through an authorized custodian. Broker/dealer must be of highest rating or bank must be on Approved Bank List discussed earlier in this Policy Section.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in Section 5 of this Investment Policy.
- Mortgage Backed Securities that are unleveraged, straight fixed or floating rate and are issued directly by a U.S. Government Agency or securitized by Government Agency sponsored mortgages.
- All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 investment maturity limitations and Section 8 diversification requirements.

SECTION 6 -- PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

DERIVATIVES AND STRUCTURED SECURITIES DEFINED

Financial derivatives are broadly defined as financial instruments which derive their value from the performance of a wide assortment of financial contracts, including structured debt obligations and deposits, swaps, exchange traded futures, exchange traded over the counter options, caps, floors, collars, mortgage backed securities, foreign exchange forwards, tender option bonds, and various combinations thereof.

Assets of the City of Indianola shall not be invested in the following:

1. Any derivative or structured security which does not have a readily available pricing service or broker/dealer quote source.
2. Any derivative or structured security whose duration cannot be modeled effectively.

3. Any derivative or structured security with exposure to the following: borrowing/external leverage, foreign currency, equity, commodity licenses or other non-fixed income instruments.
4. Any other derivative or structured security not specifically named as eligible in Section 5.
5. Reverse repurchase agreements.
6. Futures and options contracts.

Assets of the City of Indianola shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent of fiduciary based upon the performance of the investment assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Indianola fails to produce requested records when requested by this public body within a reasonable time, the City Treasurer shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7 -- INVESTMENT MATURITY LIMITATIONS

- Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.
- All investments authorized in Section 5 are further subject to the following investment maturity limitations:
 1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
 2. The Treasurer may invest funds of the City of Indianola that are not identified as Operating funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the City of Indianola shall have maturities that are consistent, with the needs and uses of the City of Indianola.
 3. The diversity of fixed income securities shall match cash flow needs with an absolute effective duration range of 2-5 years.

SECTION 8 -- DIVERSIFICATION

Investments of the City of Indianola are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Indianola shall be invested in prime bankers' acceptances, and

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Indianola shall be invested in the securities of a single issuer.

Commercial paper or short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Indianola shall be in commercial paper or other short-term corporate debt, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Indianola shall be invested in the securities of a single issuer.

Where possible, it is the policy of the City of Indianola to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices shall ensure that the next scheduled disbursement is covered through maturing investments, marketable U.S. Treasury bills or cash on hand.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

SECTION 9 -- SAFEKEEPING AND CUSTODY

All invested assets of the City of Indianola involving the use of a public funds custodial agreement, as defined in Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the state of Iowa.

SECTION 10 -- ETHICS AND CONFLICT OF INTEREST

The Treasurer and all officers and employees of the City of Indianola involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

SECTION 11 -- REPORTING

The Treasurer shall submit annually an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations. A quarterly review of the portfolio shall be received with the emphasis on performance, stress test, etc. The City Council may approve exceptions to this policy on a short term basis so long as complete compliance remains the ultimate goal.

SECTION 12 -- INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed annually or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Adopted by City Council on April 20, 1987, amended August 17, 1992;, amended February 18, 1997; amended April 20, 1998; amended April 26, 1999; amended May 7, 2001; amended May 6, 2002; amended May 19, 2003; amended March 15, 2004; amended March 21,2005; amended February 6, 2006; amended February 5, 2007; amended February 4, 2008; amended August 4, 2008; amended February 1, 2010

Financial Policy

Section 1- General Policy

It is the expectation and the general understanding of the City Council and the citizens of Indianola that the City conducts its financial affairs in a thoughtful and prudent manner. The following policies provide the framework within which the City conducts its financial affairs. The policies are divided into the following categories: Revenue Policies, Reserves and Contingencies, Operating Expenditure Policies, Capital Improvements Planning, Debt Management, Financial Reporting, and Investment Policies. Most of these policies represent long-standing principles, traditions, and practices which have guided the City in the past and have helped maintain financial stability. There may be times in which the City Council deviates from policy based on sound decisions and public interest. These deviations will be noted in the City Council minutes.

Section 2 - Revenue Policies

The City of Indianola revenue policies are intended to provide guidelines for determining the revenues and revenue sources necessary to provide basic municipal services to the community. It is the City's goal to create and maintain a diversified, yet stable, revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. An integral factor in the City's ability to maintain a strong revenue supply is the diversity of its tax base and the health of the area economy. Therefore, the City resolutely encourages economic development through the implementation of financial policies that create a favorable tax climate, while meeting service demands of businesses and residents.

General Revenue Policies

1. A diversified, yet stable, revenue system will be utilized by the City to protect it from possible short-term fluctuations in any of its revenue sources.
2. In situations in which the City has determined that a fee may be a more appropriate method of funding a government program or service than property taxes, the City may explore the possibility of using fees instead of property taxes as the appropriate revenue source to fund the program or service. As much as practical fees should be established at a level that supports the entire cost of providing the program or service.
3. Through community and economic development, a broader tax base will be pursued to increase tax revenue and help reduce annual fluctuation in the property tax rate.
4. Revenue projections should be developed on an annual basis. Existing and potential revenue sources should be reviewed annually.

Property Taxes

1. The City's total property tax levy rate and tax revenues shall be reviewed annually and evaluated taking into consideration current and forecasted economic conditions, proposed service level changes, State and Federal mandates, changes in the property tax rollback, amendments to the property tax law, and any other factors that affect the City's ability to provide basic City services or maintain sufficient cash reserves.

2. Stability and consistency in the property tax levy rate from one year to the next is desired. Adjustments to the levy are appropriate and may be made when tax revenues are projected to fall short. If revenues are expected to exceed the funding for basic services, the city council will review available options, which may include, but are not limited to infrastructure improvements, equipment or economic development projects

Urban Renewal - Tax Increment Financing Policy

Purpose

The City creates urban renewal districts to:

1. Enhance areas in the city for the purpose of stimulating private investment in commercial, industrial, residential development/redevelopment and investment in public facilities through public action and commitments.
2. Increase commercial, industrial development, residential redevelopment and investment in public facilities in the City which will improve the economic and social environment of the community and sustain a desired balance between the non-residential and residential tax revenues.
3. Provide adequate public infrastructure of sanitary sewer, storm water management, potable water, streets, and pedestrian walkways to ensure the public health, safety and welfare.
4. Provide assistance and economic incentives for commercial, industrial development and residential redevelopment which may not otherwise occur without such assistance and incentives.

Guidelines

The City shall adhere to Chapter 403 of the Code of Iowa, in the creation of urban renewal plans and subsequent implementation of those plans. The powers granted in this chapter constitute the performance of essential public purposes for the State of Iowa and the City of Indianola, Iowa. The powers conferred by this chapter are for public uses and purposes for which public money may be expended and for which the power of eminent domain and police power may be exercised; and that the necessity in the public interest for these provisions is declared as a matter of legislative determination.

The assessed value of property within each urban renewal district, which is subject to a division of revenue from taxation - tax increment financing (TIF), is determined by the Warren County Assessor each year.

The City uses TIF to leverage economic activity, offset taxpayer burden, build public improvements and finance public investment in infrastructure deemed necessary for community growth.

Process

1. The amount of value reservation required for the next fiscal year is due annually by December 1st. And, upon written request from a taxing jurisdiction, meet and confer with that jurisdiction on the intended reservation.
2. Taxable valuation reservation will be based upon the debt and contractual obligations certified with the Warren County Auditor.

3. Prepare and distribute exhibits, including formulas and calculations of TIF dollars.

Restrictions

1. Distribution of Incremental Property Taxes The City of Indianola attempts to release to all taxing jurisdictions any additional valuation in the TIF districts when the funds generated by the valuation exceed the amount needed to retire the annual TIF debt in that district or anticipated for future debt.
2. Sunsets The City establishes sunset dates for all TIF districts as provided in Chapter 403.17(10), Code of Iowa, as follows: in an urban renewal area designated an economic development area in which no part contains slum or blighted conditions, the plan shall be limited to twenty years from the calendar year following the calendar year in which the city first certifies to the county auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in the Code of Iowa, Chapter 403.19.
3. Powers of Municipality The City shall have all the powers necessary or convenient to carry out and effectuate the purposes and provisions of Chapter 403.6 and the additional powers granted in Chapter 403.12 of the Code of Iowa.
4. Fluctuation/Reserves Tax increment reserves will be established to help offset major fluctuations in debt reservation requirements. Funds held in reserves will be specifically identified and held for a future debt or contractual obligation.

Municipal Enterprises

1. User charges and fees should be set at a level related to the cost of providing services. Determination of such costs should include the costs of providing the actual service as well as all other related expenses, such as maintenance and replacement of equipment, personnel costs, and all other operating and administrative costs.

At least annually or user fees and charges should be reviewed. When necessary, user fees and charges should be re-calculated and revised to reflect the actual cost of activities.

Section 3 - Reserves and Contingencies

The maintenance of adequate cash reserves provides the City with flexibility and security and is an important factor considered by rating agencies and the underwriting community when reviewing City debt issuance. Along with maintaining the City's credit worthiness, such cash reserves provide the means to handle economic uncertainties, local disasters and other unanticipated financial hardships, as well as, meeting debt cash flow requirements. In addition to the designations noted below, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years that are carried forward into the new year, debt service reserve requirements, reserves for encumbrances and other reserves or designations required by contractual obligations or generally accepted accounting principles. Deviation from the following general policies by Council may occur based on sound decisions and public interest. When such deviations are made, it shall be specifically noted and included within Council minutes.

General Policies

1. General Fund cash reserves (fund balance) should be maintained at a level sufficient to provide funding for general governmental operations. It is the City's goal to have a unrestricted

minimum balance at fiscal year-end of not less than 25% of general fund expenditures. However, the balance may be higher, if deemed prudent, due to the uncertainty of future revenues or anticipated expenditures.

2. Enterprise Fund unrestricted cash reserves (fund balances) should be maintained at a level sufficient to provide funding to meet 100% of the fiscal year expenditures.
3. Cash reserves should not be used to finance routine operating expenses, which exceed budget levels. Routine operating expenses shall be defined as reasonably anticipated reoccurring annual expenditures.
4. Cash reserves may be used to finance capital improvement projects only when cash reserves have been specifically identified in the budget to finance such project, and do not bring the fund balance below the required level.
5. Excess cash reserves may be used to balance revenues and expenditures as long as the minimum cash reserve requirements of this policy are met, provided that said cash reserves may only be used to offset non-reoccurring expenditures.
6. Revenues will equal or exceed expenditures for each budget year unless there are funds available in excess of the cash reserves requirements of this policy.
7. The City's annual budget is considered balanced if the cash reserve requirements, the working capital requirements and the revenue and expenditure requirements of this policy have been met.

Working Capital

1. The City will maintain sufficient cash reserves in operating funds for working capital so that short term cash flow financing is not required. The cash reserve will be no less than 25% of the next year's operating budgeted expenditures, the same level as required for the general fund. Operating funds are defined as the general, road use tax, employee benefits and enterprise funds. The cash reserve may be higher than 25% if deemed prudent due to the uncertainty of future revenues or anticipated expenditures.
2. The use of short-term borrowing, such as with tax anticipation notes, in order to meet the preceding working capital requirements should be avoided.

Equipment Replacement Reserve Fund

The City may establish and maintain an equipment replacement reserve fund to provide for the scheduled purchase of vehicles and equipment, and will consider annually appropriating funds to it to provide for the timely upgrading and replacement of vehicles and equipment. The amount added to this fund by annual appropriation should be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund. It is the City's intent that the reserve fund replaces the City's need to borrow funds for vehicle and equipment acquisitions. A minimum fund balance of 5% of the current year expenditures will be maintained to ensure proper funding, and to accommodate price volatility.

Capital Project Reserve Fund

The Council may designate specific fund balance levels for future development of capital projects that individually do not exceed \$500,000 in total project costs and that do not require bond financing. In order to help maintain the fund at approved levels, the Council may annually transfer to the fund any balance from operating funds in excess of the cash reserve requirements within this policy.

GASB 54

GASB 54 establishes the following five fund balance classifications: Non-spendable, Restricted, Committed, Assigned, and Unassigned. Fund Balance classifications assigned, unassigned, and committed are considered “unrestricted” fund balances. The order of spending will be as follows: restricted, committed, assigned and unassigned. Restricted funds shall be spent according to the purpose for which they were received. Unassigned funds shall always be spent after Committed and Assigned funds have been exhausted. The City Administrator and/or the Finance Director are authorized to assign fund balances according to specific factors involved. The City Council will have authority to commit fund balance.

Section 4 – Operating Expenditure Policies

Operating expenditures must meet the City’s requirements to provide services within the framework of available revenues. Fiscal control and long range financial planning is necessary to guarantee that the City’s current and future finances will remain sound. The following operating expenditure policies guide the evaluation and control of the City’s appropriations and expenditures.

General Policies

1. Expenditure projections will be developed on an annual basis, and will be reviewed quarterly. Projections should include estimates of anticipated operating costs for programmed capital improvement projects, and for equipment and capital facilities replacement and maintenance schedules.
2. Current expenditures should be paid, in accordance of Council directives, with current revenues or excess cash reserves.
3. Current expenditures should not be balanced by postponing needed expenditures, accruing future revenues, issuing short term debt, or paying for routine operating costs out of minimum cash reserves.
4. The operating budget should provide for adequate maintenance of fixed assets and equipment and provide for their orderly replacement.
5. The City will encourage the provision of services through the private sector and other public agencies whenever and wherever greater efficiency and effectiveness can be achieved.
6. The City shall consider annually funding request from local service organizations. These funding requests are due, in writing, annually to the council, by December 1, for consideration in upcoming budget. Requests should include amounts requested, as well as planned usage of the funds. These community betterment funds shall only be made with operating funds in excess of cash reserve targets.

7. The City will maintain risk management and safety programs to reduce costs and minimize losses.

Section 5 – Capital Improvements Planning

Policies for the capital improvements program are intended to encourage planning for future growth and infrastructure repair within the framework of the City's financial policies.

General Policies

1. The City should develop and annually update a five-year capital improvements program (CIP). This program should identify future capital project expenditures made necessary by anticipated changes in population, infrastructure replacement and extension, economic base and/or land use.
2. The operating and maintenance cost of a proposed capital improvement shall be calculated to determine a "true cost" of each improvement and assist in programming of future overall revenue requirements of the City.
3. The capital improvements plan will include the costs, timing and sources of funding and the estimated impact of future revenue requirements for each project. These calculations shall reflect adjustments for inflation.
4. The capital improvements plan should maintain the City's assets at a level adequate to protect the City's capital investments, minimize future maintenance and replacement costs, and provide for an adequate level of service.
5. The City's annual capital improvements budget should be based on the five-year CIP. The budget will include final calculations of revenue sources and related impacts on future availability of revenue for additional projects.
6. The annual expenditures identified in the CIP should be fully funded from financial resources that are anticipated to be current and available.
7. Grants and similar forms of intergovernmental assistance should be used to finance only those projects identified in the CIP or other planning documents as the community needs.
8. A fiscal impact analysis should be performed on all projects for which the City's financial participation is requested by the private sector. This analysis should identify anticipated direct and indirect public costs and revenues associated with the proposed project.

Section 6 - Debt Management Policies

The issuance of debt is a necessity for the financing of many major capital improvements. Determining the method and timing for financing is subject to numerous considerations. The City's debt policies are intended to encourage conservative debt management while maintaining the flexibility to use the various financing mechanisms that are available to the City.

The City's overall tax levy must be reflective of the impact of debt issuance. Alternative revenue sources will be used when practicable to maintain an overall tax rate consistent with the general philosophy of municipal service determined by the City Council.

The cost of financing through the issuance of debt is also affected by the strength of the City's financial position. Bond ratings and investor's interest are influenced by the City's debt management policies, as well as, by the overall financial policies of the City. It is the City's goal to maintain debt management policies that keep outstanding debt within manageable levels and which maintains the City's flexibility to issue debt in the case of unusual circumstances of those beyond the City's control.

General Policies

1. Long-term borrowing shall be limited to capital improvements projects that cannot be financed from current revenues, have estimated life span of greater than the term of borrowing and generally to capital projects with an aggregate project cost of \$250,000 or greater. Principal and interest will be scheduled to be within the revenues available for debt service. Long-term debt shall not be used for current operations.
2. Any capital improvement projects or capital equipment financed through bonds should be financed for a period not to exceed the expected useful life of the asset being financed.
3. Total outstanding debt, including overlapping debt, will be considered when planning additional debt issuance.
4. Consideration should be made for the City's share of utility projects, including the cost of over-sizing of water, sewer and storm water mains, -being financed with current utility funds and other revenues when funds are appropriate and available.
5. The use of general obligation bonds for projects does not dismiss the potential of pro rata payment for debt service by specifically benefited funds such as water, sewer, storm water, or road use tax.
6. The City will consider refunding outstanding debt in order to achieve interest cost savings, restructure principal and/or eliminate burdensome covenants with bondholders. Refundings undertaken to achieve interest cost savings in advance of their call date should strive to achieve a new present value savings benefit equal to a minimum of 3% of the present value of the refunded par amount.
7. Financing requirements will be reviewed annually. The timing for financing will be based upon the City's need for funds, market conditions and debt management policies.
8. The City will follow a policy of full disclosure on every financial report and bond prospectus with bond rating agencies about its financial condition.
9. The City will follow applicable laws, regulations and bond covenants relative to arbitrage and rebate compliance requirements.

Debt Limitations

1. The average maturity of general obligation debt should not exceed the useful life of the asset being financed and/or state law limitations.
2. Bond issues should be structured so that the debt service schedule is within the revenues available for debt service.

3. Total general obligation indebtedness should not exceed 80% of the City's statutory debt limit.
4. Self imposed debt limitations may not take into account debt issued as a consequence of voter approved bond referendums.

Section 7 - Financial Reporting and Accounting

General Policies

1. The City will maintain a high standard of accounting practices. To that end, the City will continue to use the latest edition of *Governmental Accounting, Auditing, and Financial Reporting (GAAFR)* as its source of generally accepted accounting principles (GAAP).
2. The City's relationship with its independent public accounting firm will be reviewed at a minimum every five years.
3. The City will maintain its budget and accounting system on a cash basis which will be the basis for all interim, internal, and state reporting.
4. The City will adhere to a policy of full and open public disclosure of all financial activity and information.

Reports

1. The City will maintain a budgetary control system and will produce interim financial reports that measure actual revenues and expenditures compared to budgeted revenues and expenditures.
 - (a) Monthly and annual reports should present a summary of financial information by major fund and activity type.
 - (b) Monthly reports should be provided presenting actual cash position and investment performance.
 - (c) Each year, the City shall retain either an independent public accounting firm or the State Auditor to perform the annual audit and will make the audit available to all interested parties.
 - (d) The City will comply with all federal and state audit and review regulations, including OMB A-133 single audit and Single Point of Contact (SPOC) review requirements.

Section 8 – Investment Policies

Scope of Investment Policy

The Investment Policy of the City of Indianola shall be governed by Iowa Code Chapters 12B and 12C and shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Indianola.

The investment of bond funds or sinking funds shall also comply with the provisions of any bond resolutions.

This written investment policy, required by Iowa Code Section 12B.10B, shall be delivered to all the following:

1. The governing body or officer of the public entity to which this policy applies.
2. All depository institutions or fiduciaries for public funds of the public entity.
3. The auditor of the public entity.
4. Every fiduciary or third party assisting with or facilitating investments for the public entity.

Delegation of Authority

In accordance with Section 12B.10, the responsibility for conducting investment transactions resides with the Treasurer of the City of Indianola. For purposes of this Investment Policy the Finance Director is designated the Treasurer. Only the Treasurer and those authorized by resolution may invest public funds. A copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Indianola shall require the outside person to notify in writing the Treasurer of the City of Indianola within thirty days of receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in the internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Indianola by the outside person.

The records of investment transactions made by or on behalf of the City of Indianola are public records and are the property of the City of Indianola whether in the custody of the City of Indianola or in the custody of a fiduciary or other third party.

The Treasurer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent the loss of public funds, to document those officers and employees of the City of Indianola responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related report on internal control structure of all outside persons performing any of the following for this public body.

1. Investment of public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

The Treasurer of the City of Indianola shall be bonded in the amount of \$300,000. The amount of this bond shall be reviewed annually to determine its appropriateness and will be amended by the City Council if deemed necessary.

Objectives of Investment Policy

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Indianola shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities.
3. Return: Obtaining a reasonable return in compliance with Iowa Code Section 12C.6.

Prudence

The Treasurer of the City of Indianola, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 8 investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of the assets of the City of Indianola and the investment objectives stated in Section 8.

When investing assets of the City of Indianola for a period longer than six months or in an amount greater than \$300,000 per investment, the Treasurer shall request competitive investment proposals for comparable credit and terms investment from a minimum of three investment providers.

Instruments Eligible for Investment

Assets of the City of Indianola shall be invested in financial institutions properly declared by Resolution of the City Council of the City of Indianola. Deposits in any financial institution shall not exceed the amount stated in the Resolution. Assets of the City of Indianola may be invested in the following:

1. Demand Deposit Accounts (DDA)
2. Negotiable Orders of Withdrawal (NOW) Accounts
3. Certificates of Deposit.
4. Obligations of the United States Government, its agencies and instrumentalities.

Prohibited Investments and Investment Practices

Assets of the City of Indianola shall not be invested in the following:

1. Reverse repurchase agreements.
2. Futures and options contracts.

Assets of the City of Indianola shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City of Indianola fails to produce requested records when requested by this public body within a reasonable time, the City of Indianola shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

Investment Limitations

Operating Funds: Operating funds means those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt. Operating funds must be identified and

distinguished from all other funds available for investment. Operating funds may only be invested in investments which mature within three hundred ninety-seven (397) days or less.

Other than Operating Funds: The Treasurer may invest funds of the City of Indianola that are not identified as Operating Funds in investments with a maturity longer than three hundred ninety-seven (397) days. However, all investments of Project Funds and other non-operating funds shall have a maturity that is consistent with the needs and use as specified for these funds, and no maturity shall be longer than three (3) years for any funds unless specifically authorized by the City Council.

Safekeeping and Custody

All invested assets of the City of Indianola involving the use of a public funds custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with all rules adopted and in accordance with the laws of the State of Iowa.

Ethics and Conflict of Interest

The Treasurer and all officers, employees and committees of the City of Indianola involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Reporting

The Treasurer shall submit monthly with the Bank Reconciliation a list of investments making up the current investment portfolio.

Adopted by City Council on July 5, 2016

Local Purchase Policy

Pursuant to Iowa Code Section 23A.3 the Indianola City Council adopts the following policy:

Whenever any department of the City of Indianola purchases good or services from private enterprise, consideration shall be given to purchasing these goods or services from a locally owned business located within the City of Indianola which offers these goods or services if the cost and other considerations are relatively equal.

Adopted by City Council on September 19, 1988.

ADMINISTRATIVE POLICY AND PROCEDURES

FINANCIAL POLICY—PURCHASING

Part I: General Policy

- The City’s purchasing system is decentralized with certain exceptions at the discretion of the City Manager.
- No purchase made by an employee shall bind the City to receive and/or pay for the goods or services procured unless authorized by the methods described herein.
- Purchases made without following the City’s policies and procedures may result in the return of documents, nonpayment of vendor invoices, cancellation of purchase orders or purchasing privileges, or other sanctions as determined necessary after consultation with the department director or City Manager.
- Transactions should not be split into smaller parts to circumvent the dollar limitations and requirements of this policy.

Part II: Purchasing Limitations; Bidding¹

- **Informal Quotations**
 - The purchaser may seek up to three quotations, but is not required, of any goods or services with a total value between \$1,000 and \$4,999. If quotations are received they do not need to be in writing, but should be documented for reference.
 - The purchase of any goods or services with a total value between \$5,000 and \$39,999 shall require written quotations from at least three suppliers.
 - Purchases for public improvements qualifying under Iowa Code Chapter 26 that are less than \$36,000 for highway, bridge, or culvert work, less than \$50,000 for buildings, utilities, sidewalks, trails, etc. (less than \$55,000 for Jan. 1, 2015), or that have been declared “emergency repair work” qualify for informal quotations under this subsection.
 - The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000 in accordance with Iowa Code Chapter 573
 - Council approval of contracts over \$25,000
- **Semi-formal Competitive Quotations**
 - The purchase of any goods or services with an estimated value of \$40,000 or more shall require competitive quotes based on written specifications with the cooperation of the Finance Director.
 - Council approval is required for all semi-formal bids, contracts, and purchases.
 - State law requires that purchases for public improvements qualifying under Chapter 26 of the Iowa Code that are \$36,000 and \$49,000 for horizontal infrastructure (roads, highways, bridges, culverts, trails, etc.) and between \$50,000 and \$130,000 for vertical infrastructure (buildings),² and are not within one of the specified exceptions provided in

¹ See Appendix A for a reference matrix of Bidding Requirements

² January 1, 2015 figures are \$36,000 to \$50,000 for horizontal competitive quote thresholds and \$55,000 to \$135,000 for vertical competitive bid thresholds.

Iowa Code section 26.1 qualify for semi-formal competitive quotations. The contractor must provide a performance and payment bond.

- **Formal Competitive Bidding**

- Purchases for public improvements qualifying under Iowa Code Chapter 26.3 in excess of \$130,000 or are for highway, bridge, or culvert work in excess of \$ \$49,000³ must use formal bidding as defined by Iowa Code Chapter 26 unless the improvements are “emergency repair work.”
- Formal bids are taken in the following manner:
 - Detailed written plans and specifications along with a detailed cost estimate are prepared for the project and placed on file with the City Clerk
 - Notice to bidders must be published by the City Clerk not less than four days and not more than forty-five days before the date for filing bids. Notices must include:
 - Time and place for filing sealed proposals
 - Time and place sealed proposals will be opened and considered on behalf of the governing body
 - The general nature of the public improvements on which bids are being requested
 - In general terms, when the work must be commenced and when it must be completed
 - Bid security and bid bond requirements
 - Notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Clerk not less than four days and not more than twenty days before the public hearing.
 - A formal opening and announcement of sealed bids on published date by City Clerk; review, consideration, and recommendation of bid award by staff for Council review
 - A public hearing on plans, specifications, form of contract and cost estimate before Council on the published date
 - Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive, responsible bidder who has met all bid security and bid bond requirements following the public hearing
- **Exceptions to Competitive Bidding**
 - Professional services: Contracting for professional services or ongoing technical services may be done on a negotiated basis. Architectural, landscape architectural, or engineering design services procured for a public improvement are also excluded.

³ January 1, 2015 figures are \$50,000 for horizontal competitive quote thresholds and \$135,000 for vertical competitive bid thresholds.

- Other governmental agency bidding: Bids solicited by the United States of America or any agency thereof, the State of Iowa, Warren County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, City Council, or City Manager. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bides in a manner provided through this policy.
- Grants: All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. Contractor bids must be evaluated on the ability to meet the State or Federal requirements.
- Conflicts of interest: Purchase transactions for goods and services with a City employee, employee's spouse, or employee's business are limited to \$1,500 per fiscal year per employee in total, per state law. Any transactions with an employee that will exceed this limit are required to go through formal bidding procedures. Any project that is formally bid is also an exception to a conflict of interest with that employee or officer of the City.
- "Emergency Repair Work": is declared by resolution of the City Council and a certificate from an external, registered, professional engineer verifying that the emergency repairs are necessary.
- Urban renewal demolition or low-rent housing projects
- Repair or maintenance work performed by city employees
- Annual contracts with multiple contractors for structure demolition projects for projects each having an estimated cost of \$100,000 or less

- **Contract Administration**

- **Oversight of bidding**: The City Clerk or her designee will advertise, bid, and oversee the receipt, opening and announcing of all formal bids.
- **Execution of Contracts**: Formal bid contracts shall be executed by the Mayor and attested to by the City Clerk. All other contracts may be executed by the City Manager as permitted by state law.
- **Change Orders**: The City Manager will administer all contracts on the authority of the City Council and will approve all change orders for contracts. Change orders on contracts that were bid using formal bidding procedures must have Council Approval.
- **Contract Payments**: Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Manager and listed on the formal claims list presented to Council.
- **Retainage**: Retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.
- **Completion of Contract**: The following items need to have Council approval: (1) final acceptance of project; (2) final contractor payment; and (3) release of retainage authorization (unless application was previously made for early release of retainage).

Part III: Purchasing Methods

1. **Petty Cash**: petty cash may be used to make purchases under \$100. A receipt is required for all petty cash purchases.
2. **Exceptions**: exceptions to the above purchasing method policies, including the necessity for a purchase order for all purchases over \$500, are as follows:
 - a. Annual dues renewals
 - b. Subscription renewals
 - c. Recording fees
 - d. Budgeted rents and leases
 - e. Maintenance agreement and service contract renewals
 - f. Travel and training
 - g. Contracts and purchases approved by the City Council

APPENDIX A
BIDDING REQUIREMENTS
(under \$5,000—no quote or bid)

	Supplies/Equipment	Services*	
\$1,000 - \$4,999	Up to Three quotations are preferred but is not required	Three quotations are preferred but is not necessary	Informal Quotation
\$5,000 - \$39,999	Three quotations (written)	Three quotations (written)	
Greater than \$40,000	Competitive Quotation Council Approval Required	Competitive Quotation Council Approval Required	Semi-formal Quotation

Public Improvements/Construction** Horizontal Infrastructure (highways, bridges, culverts)	
Less than \$36,000	Informal Quotation Three written quotations
\$36,000 to \$49,000	Competitive Quotation
Greater than \$49,000 (\$50,000 after 1/1/2014)	Competitive Bidding

Public Improvements/Construction** Vertical Infrastructure (buildings, utilities, sidewalks, trails, etc.)	
Less than \$49,999 (\$55,000 after 1/1/2015)	Informal Quotation Three written quotations
Between \$50,000 and \$130,000 (\$55,000 and \$135,000 after 1/1/2015)	Competitive Quotation Semi-Formal (Council Consent)
Greater than \$130,000 (\$135,000 after 1/1/2015)	Competitive Bidding

* Contracts for professional or technical services may be done on a negotiated basis rather than on a competitive basis

** Public Improvements greater than \$25,000 require City Council consent and performance bonds

Mileage Rate Reimbursement

Under current law, the City of Indianola may reimburse city officials and employees using their own vehicles up to the amount allowable under Internal Revenue Services (IRS) rules. Effective January 1, 2002, the City of Indianola shall match the IRS allowable mileage rate.

Adopted by City Council on December 17, 2001.

Payment of Services by Credit Card Policy

The City of Indianola recognizes that accepting credit card payments for citizen services can enhance customer service. The addition of credit card payment as an option allows the City to receive payments on-line, thereby providing citizens with the ability to pay for services at hours most convenient to them. The City also recognizes that the aggregate credit card fees for providing this service can be a substantial amount.

To maximum the customer service objective while maintaining affordable fees, the Council hereby establishes a policy whereas the City of Indianola shall accept credit card payments for residential utility services and programs/services offered by the Parks and Recreation Department. Nothing in this policy shall limit credit card payment of non-utility services by commercial or industrial customers when use of this payment option becomes available.

Adopted by City Council on October 7, 2002.

Amended by City Council on June 20, 2016- to add programs/services offered by the Parks and Recreation Department.

Refunds Of Payments Made By A Credit Card

In certain situation, it may be more efficient and in order to offer a higher level of customer service to refunds certain fees that were paid by credit card back to the customers' credit card account. Deposits held for building reservations or activities as well as fees for programs or reservations that are cancelled due to situations such as low attendance, weather cancellations or schedule conflicts can be refunded back to an individual customer's credit card account without City Council approval. The amounts that can be refunded without City Council's approval shall not be more than the original fees or deposits paid for the services. Any refunds over \$200 will need Department Head approval and the maximum amount that can be refunded without City Council approval is \$600.

Adopted by City Council on June 20, 2016

Purchases

The City Council recognizes the importance of approving purchases on a timely basis, which are recommended by the City Manager and included in the departmental operating budget. In addition, the City recognizes the added importance of approving the purchase of such recommendations as efficiently as possible.

A. Staff Approved Purchases:

The City Manager may approve the purchase of items valued at \$10,000 or less which are included in the annual budget adopted by the City Council and do not exceed the amount budgeted.

Any proposed purchases of items in excess of \$10,000 shall be brought to the City Council for approval.

Adopted by City Council on June 8, 1998.

Wells Fargo Purchase Card Procedures

It is the intent of the purchasing card program to provide employees with an effective and efficient method of purchasing and paying for specific services and/or purchases. The use of purchasing cards shall be in compliance with other city policies and procedures. It is the responsibility of each cardholder to comply with these policies.

Cardholder responsibilities shall include:

1. Knowing and complying with the purchasing card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
 2. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
 3. Notifying the vendor, when applicable, that the purchase is tax exempt and ensuring that such taxes are not added to the prices of items and/or services purchased.
- Purchasing cards are the property of the City of Indianola.
 - It is the responsibility of the cardholder to keep the card in a safe location.
 - Lost or stolen cards shall be immediately reported to the Program Administrator.
 - Cardholders shall return cards to the Program Administrator when employment with the City of Indianola is terminated.

The purchase card is intended to take place of the US Bank credit cards as well as "house" charge accounts. You may use the card for other invoices and purchases as long as it does not cost extra money to do so. In the event that a company will charge you to use the credit card, continue with the normal invoicing process with that business.

Excluded Items – the purchasing cards shall not be used for the following types of transactions:

1. Cash advance.
2. Purchase of alcoholic beverages.
3. Travel-related expenses related to spouses or other non-covered employees.
4. Items for personal use that would not be reimbursable by the City.
5. Video rental, "On Your Honor" bar purchases provided in hotel rooms.

The City purchasing card also shall not be used for personal identification or as a personal credit reference.

Program Violations are listed below:

1. Unallowable purchases: The cardholder will provide a written statement of explanation if an unallowable purchase appears on his or her statement or transaction log.
2. Unacceptable Documentation: The cardholder will provide required documentation upon notification to do so by the Program Administrator.
3. Late Submission of Purchasing Card Reconciliation Documents and/or Failure to Resolve Disputes: Late submission and/or failure to resolve disputes may result in de-activation of the card.

4. **Standards of Conduct Violations:** Conduct not complying with City standards will be reported to the Program Administrator. In addition to card revocation, violations may result in disciplinary action up to, and including, termination.

Repeated program violations will be reported to the Program Administrator. In addition to temporary deactivation of the card, consequences of violations may include card revocation, payroll deduction for unallowable purchases and expenses that were not reconciled, and/or disciplinary action up to, and including termination.

You may view the full Purchasing Card Policy at the City Clerk's Office

Quick References Regarding Purchases and Reconciliation of Purchase Cards

- Only use the card if there is not an extra charge to do so (If there is a cost to use the credit card, continue to use the invoice system like before).
- Upload your receipt as soon as possible after purchase by uploading a picture through the mobile app, faxing the receipt with the cover sheet or emailing it with the cover sheet.
- Once you have uploaded your receipt, turn it in to whoever is storing the copies of the receipts. Make sure they know the receipt is for a Wells Fargo purchase.
- If using the mobile app to upload receipts, pay close attention to the "statement date" You will want to use "Open Statements" when uploading receipts for the previous month. You will want to use "Cycle to Date" when uploading receipts for the current month.
- You may reconcile your statement as purchases become available online or you may wait until the first business day of the next month. Cardholders have from the 1st of the month through the 6th of the month to reconcile their statements.

Adopted by City Council November 16, 2015

Purchasing Card Policy

1. Purpose

- A. It is the intent of the purchasing card program to provide employees with an effective and efficient method of purchasing, reserving, guaranteeing and paying for specific services and/or purchases.
- B. The program is intended to provide documentation of purchases at the department level.
- C. The use of purchasing cards shall be in compliance with other city policies and procedures. It is the responsibility of each cardholder to comply with these policies.

2. Roles and Responsibilities

- A. The conduct of all City employees shall meet the highest ethical standards, and that standard is a part of the City's purchasing card program. All participants in the program are responsible for conducting themselves in such a way as to exemplify the public trust that they hold.
- B. Program Administrator: The Director of Finance will act as the Program Administrator. Responsibilities shall include:
 - 1. Handling issues with the card provider and cardholders regarding compliance with program policies.
 - 2. Providing policy and procedure revisions to each Department Head.
 - 3. Recommending appropriate action in the event of unauthorized use of a card.
- C. Payment Administrator: The Director of Finance will act as the Payment Administrator. Responsibilities shall include:
 - 1. Coordinating the card application process and keeping a record of all cardholders.
 - 2. Coordinating training sessions and keeping a record of those who have completed training.
 - 3. Handling issues with the card provider and cardholders regarding changes in cardholder status.
 - 4. Handling questions concerning payment procedures and transaction reports.
- D. Accounts Payable Clerk: Responsibilities shall include:
 - 1. Processing payments in accordance with the program policies and the contract between the City and the card provider.

2. Reporting all variances from policies and procedures to the Program Administrator.

E. Cardholder: Responsibilities shall include:

1. Knowing and complying with the purchasing card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
2. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
3. Keeping informed about policy and procedure revision information.
4. Verifying that the quantity and quality of the items and/or services purchased are in compliance with the agreement, whether verbal or written, with the vendor.
5. Notifying the vendor, when applicable, that the purchase is tax exempt and ensuring that such taxes are not added to the prices of items and/or services purchased.
6. Reporting any variances from program policies to the Program Administrator.

3. Security

- A. Purchasing cards are the property of the City of Indianola.
- B. It is the responsibility of the cardholder to keep the card in a safe location.
- C. Carrying cards permanently with personal cards is discouraged because of the possibility of its use in place of a personal credit card.
- D. Lost or stolen cards shall be immediately reported to the Payment Administrator.
- E. Cardholders shall return cards to the Payment Administrator when employment with the City is terminated.

4. Included Items

- A. The purchasing card shall only be used for the following types of transactions:
 1. To secure and/or guarantee reservations, registrations, attendance, food, etc. to an approved educational or operational out-of-town event.
 2. To purchase or provide payment for goods or services necessary for operations and only for those goods and services that cannot be acquired through the traditional charge/billing/payment process unless use of the purchasing card will result in financial advantage.

5. Excluded Items

- A. The purchasing card shall not be used for the following types of transactions:

1. Cash advance.
 2. Purchase of alcoholic beverages.
 3. Travel-related expenses related to spouses or other non-covered persons.
 4. Items for personal use that would not be reimbursable by the City.
 5. Video rental, “On Your Honor” bar purchases provided in hotel rooms.
- B. The City purchasing card shall not be used for personal identification or as a personal credit reference.

6. Dollar Limits

- A. Monthly dollar limits will be established at \$3,500 per cardholder.

7. Use of Card and Transaction Records

- A. Receipts and Invoices: An original receipt or invoice from the vendor, or other verifying document must support each purchase transaction.
- B. Internet Transactions: Cardholders shall confirm the security of proposed Internet order sites prior to placement of orders.
- C. Conference, Training, and Travel Transactions: Cardholders shall confirm budget approval prior to using cards for conference, training, or travel purposes.
- D. Telephone Orders: Cardholders shall confirm the security of proposed telephone orders prior to placement of orders.
- E. Pickup/In-Person Orders: Cardholders may use cards in accordance with the policies at places of business accepting the cards.
- F. Cardholder Verification: Each cardholder shall be responsible to verify documentation of each transaction during each billing period.

8. Payment

- A. Signature Authority: The signature of the appropriate Department Head must be included on the request for payment.
- B. The Accounts Payable Clerk will process payments in accordance with the program policies and procedures, and the contract between the City and the card provider.

9. Disputed Charges

- A. It is the responsibility of each cardholder to resolve any discrepancies between the transaction report for his or her card and the transaction receipts.

- B. All Department Heads shall have the authority to resolve disputes. This is intended to ensure timely resolution of disputes.

10. Program Violations

A. Program Violations:

1. Unallowable purchases: The cardholder will provide a written statement of explanation if an unallowable purchase appears on his or her statement or transaction log.
2. Unacceptable Documentation: The cardholder will provide required documentation upon notification to do so by the Payment Administrator.
2. Late Submission of Purchasing Card Reconciliation Documents and/or Failure to Resolve Disputes: Late submissions and/or failure to resolve disputes may result in de-activation of the card.
3. Standards of Conduct Violations: Conduct not complying with City standards will be reported to the Program Administrator. In addition to card revocation, violations may result in disciplinary action up to, and including, termination.
4. Repeated program violations will be reported to the Program Administrator. In addition to temporary de-activation of the card, consequences of violations may include card revocation, payroll deduction for unallowable purchases and expenses that were not reconciled, and/or disciplinary action up to, and including termination.

Adopted by City Council on July 2, 2001; amended May 19, 2008.

Returned Checks

A service charge in the amount of \$30.00 shall be assessed to any customer whose check is returned unpaid by the bank on which it was drawn. If two (2) or more checks are dishonored within a six (6) month period, the City shall require future payments to be by cash, cashiers check, or postal money order.

Adopted by City Council on August 4, 2008.

CITY OF INDIANOLA, IOWA

CONTINUING DISCLOSURE POLICY AND GUIDELINES FOR OPERATING UNDER CONTINUING DISCLOSURE OBLIGATIONS SECTION OF POST-ISSUANCE TAX COMPLIANCE AND RECORD RETENTION POLICY

Article I *General Overview*

Section 1.01 Purpose. This Continuing Disclosure Policy (“**Policy**”) of the City of Indianola, Iowa, (“Issuer”) is intended to ensure that the Issuer efficiently carries out its continuing disclosure obligations with respect to securities it issues or guarantees pursuant to Rule 15c2-12, as amended (the “**Rule**”), promulgated under the Securities Exchange Act of 1934, as amended.

Section 1.02. Background. The Rule prohibits underwriters from offering bonds to the public unless the issuer provides an official statement and contractually promises to provide specified disclosures as required in the Rule. To facilitate compliance with the Rule, each issuer must enter into a continuing disclosure agreement with the purchaser or underwriter in connection with each new issuance of obligations which fall within the Rule, thereby creating a contractual promise on behalf of the issuer to provide the market with these disclosures. The Issuer is responsible for ensuring that all disclosure documents contain accurate information. The SEC has asserted that, under Rule 10b-5, “disclosure documents used by municipal issuers, such as official statements, are subject to the prohibition against false or misleading statements of material facts, including the omission of material facts necessary to make the statements made, in light of the circumstances in which they were made, not misleading.”

Section 1.03. Obligations Subject to the Rule. Various offerings are fully or partially exempt from the continuing disclosure provisions under the Rule. Offerings with an aggregate original principal amount of less than \$1 million (“Small Offerings”), offerings sold prior to July 3, 1995 (“Old Offerings”) and offerings sold by an issuer directly to investors without using a broker, dealer, or municipal securities dealer as an underwriter or placement agent (“Direct Offerings”) are fully exempt from all continuing disclosure provisions under the Rule, unless the Issuer voluntarily agrees to provide continuing disclosures for an otherwise exempt Obligation.

Section 1.04 Definitions. In addition to the terms defined above, the following capitalized terms shall have the following meanings:

- (A) “CAFR” means the Comprehensive Annual Financial Report of the Issuer.
- (B) “Disclosure Counsel” means legal counsel (which may be bond counsel under separate engagement for a series of Obligations) engaged for the purpose of assisting the Issuer in meeting its primary and secondary market disclosure obligations.
- (C) “EMMA” means the Electronic Municipal Market Access system of the MSRB. Information regarding submissions to EMMA is available at <http://emma.msrb.org/>.
- (D) “Employee” means any person who, as part of his or her employment with the Issuer, has regular responsibility for the administration of matters related to Obligations.

- (E) "Financial Advisor" means a municipal advisor engaged for the purpose of assisting with the Issuer's structuring and sale of Obligations.
- (F) "Fiscal Year" means the fiscal year of the Issuer, beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve-month period adopted by the Governing Body or by law as the official accounting period of the Issuer.
- (G) "Governing Body" means the City Council (the "Council") of the Issuer.
- (H) "Issuer" means the City of Indianola, Iowa.
- (I) "Listed Event" means any of the events listed in Exhibit A of this Policy.
- (J) "MSRB" means the Municipal Securities Rulemaking Council or any other Council or entity which succeeds to the functions currently delegated to the Municipal Securities Rulemaking Council by the Rule.
- (K) "Obligations" means any securities issued by, or whose payment is guaranteed by the Issuer.
- (L) "SEC" means the United States Securities and Exchange Commission.

Article II

Key Participants and Responsibilities

Section 2.01. Disclosure Coordinator. By adoption of this Policy, the Finance Director is hereby appointed to act as the disclosure coordinator ("**Disclosure Coordinator**") of the Issuer.

Section 2.02 Responsibilities. The Disclosure Coordinator is responsible for the following tasks:

- (A) reviewing and approving all preliminary and final official statements relating to the Issuer's securities, together with any supplements, for which a continuing disclosure undertaking is required (each, an "**Official Statement**"), before such documents are released, in accordance with Article III below;
- (B) reviewing annually the Issuer's status and compliance with its continuing disclosure undertakings, including filings of disclosure documents and compliance with this Policy, in accordance with Articles IV (Annual Report Filings) and V (Listed Event Filings) below;
- (C) serving as a "point person" for personnel to communicate issues or information that should be or may need to be included in any disclosure document;
- (D) recommending changes to this Policy to the Governing Body as necessary or appropriate;
- (E) communicating with third parties, including coordination with outside consultants assisting the Issuer, in the preparation and dissemination of disclosure documents to make sure that assigned tasks have been completed on a timely basis and making sure that the filings are made on a timely basis and are accurate;
- (F) in anticipation of preparing disclosure documents, soliciting "material" information (as defined for purposes of federal securities law) from identified Employees;

- (G) maintaining records documenting the Issuer's compliance with this Policy; and
- (H) ensuring compliance with training procedures as described below.

The responsibilities of the Disclosure Coordinator to make certain filings with the MSRB under Articles IV (Annual Report Filings) and V (Listed Event Filings) may be delegated by contract to a dissemination agent, under terms approved by the Governing Body.

Article III ***Official Statements***

3.01. Review and Approval of Official Statements. Whenever the Issuer issues Obligations, a preliminary official statement and a final official statement may be prepared ("**Official Statements**"). Each of these Official Statements contains financial and other information relating to the Issuer. The Disclosure Coordinator, with assistance from any retained Disclosure Counsel and/or Financial Advisor, shall have primary responsibility for ensuring that all such information is accurate and not misleading in any material aspect. The Official Statement shall also include a certification that the information contained in the Official Statement regarding the Issuer, as of the date of each official statement, does not contain any untrue statement of material fact or omit to state any material fact necessary to make the information contained in the Official Statement, in light of the circumstances under which it was provided, not misleading. When undertaking review of a final or preliminary Official Statement, the Disclosure Coordinator shall:

- (A) review the Official Statement and confirm that there are no misstatements or omissions of material information in any sections and that the Official Statement accurately states all material information relating to the Issuer and that all information relating to the Issuer has been critically reviewed by the appropriate person(s) for a given department responsible for the information referenced therein;
- (B) draft, or cause to be drafted, for the Official Statement descriptions of (i) any material current, pending or threatened litigation, (ii) any material settlements or court orders and (iii) any other legal issues that are material information for purposes of the Official Statement; and
- (C) report any significant disclosure issues and concerns to Disclosure Counsel and/or Financial Advisor.

Section 3.02. Submission of Official Statements to the Governing Body for Approval. The Disclosure Coordinator shall submit all Official Statements to the Governing Body for review and approval. The approval of an Official Statement by the Governing Body shall be docketed as a new business matter and shall not be approved as a consent item. The Governing Body shall undertake such review as deemed necessary by the Governing Body, following consultation with the Disclosure Coordinator, to fulfill the Issuer's responsibilities under applicable federal and state securities laws.

Article IV ***Annual Report Filings***

Section 4.01. Overview. Under the continuing disclosure undertakings the Issuer has entered into in connection with its debt offerings, the Issuer is required each year to file annual reports with the MSRB's EMMA system in accordance with such undertakings. Such annual reports are generally

required to include: (1) certain updated financial and operating information, and (2) the Issuer's audited financial statements. The documents, reports and notices required to be submitted to the MSRB pursuant to this Policy shall be submitted through EMMA in an electronic format, and shall be accompanied by identifying information, in the manner prescribed by the MSRB, or in such other manner as is consistent with the Rule. A description of the format and information presently prescribed to be filed with EMMA is included in Exhibits A - C. To facilitate the Issuer's continuing disclosure undertakings the Disclosure Coordinator shall:

- (A) maintain a record of all continuing disclosure obligations of the Issuer using a chart substantially in the form attached as Exhibit C, which shall identify and docket all continuing disclosure deadlines;
- (B) schedule email reminders on the EMMA website for each Obligation to help ensure timely filing of financial disclosures;
- (C) ensure that preparation of the Issuer's annual reports commence as required under each specific continuing disclosure undertaking;
- (D) comply with the Issuer's obligation to file annual reports by submitting or causing the required (i) annual financial information and operating data and (ii) audited financial statements (all of which may be included in the Issuer's CAFR) to be submitted to the MSRB through EMMA. If within a continuing disclosure agreement the Issuer has agreed to furnish information that is outside the scope of the CAFR, the Issuer shall file a supplement to the CAFR when filing with the MSRB through EMMA;
 - a. If the event the Issuer does not have audited financial statements available by the filing deadline imposed by the continuing disclosure agreement, the Disclosure Coordinator shall instead submit the Issuer's unaudited financial statements and follow the requirements of the continuing disclosure agreement with respect thereto. Audited financial statements shall be filed as soon as available.
 - b. All documents submitted to the MSRB through EMMA that are identified by specific reference to documents already available to the public on the MSRB's Internet website or filed with the SEC shall be clearly identified by cross reference;
 - c. Not more than five (5) days after the submission deadline, the Disclosure Coordinator shall confirm and document in accordance with Section 6.01 hereof that Annual Reports have been submitted and filed properly with the MSRB through EMMA; and
- (E) File a "failure to file notice" as needed in accordance with the Rule. The failure to file notice shall include information describing the nature and/or cause of the failure to meet the contractual deadline and, if available, an approximate timeframe for when the complete information is expected to be submitted.

Article V

Listed Event Filings

Section 5.01. Disclosure of Listed Events. Pursuant to Rule 15c2-12(b)(5)(i)(C), the Issuer is obligated to disclose to the MSRB notice of certain specified events with respect to the Issuer's

Obligations (a “**Listed Event**”). All Employees shall be instructed to notify the Disclosure Coordinator if he or she becomes aware of any of the Listed Events listed in the Issuer’s continuing disclosure undertakings. The Disclosure Coordinator may consult with Disclosure Counsel, or the Financial Advisor, to discuss the event and to determine whether a filing is required or is otherwise desirable. If such a filing is deemed necessary, the Disclosure Coordinator shall cause a notice of the Listed Event (a “**Listed Event Notice**”) that complies with Rule 15c2-12 to be prepared, and the Disclosure Coordinator shall file, or cause to be filed, the Listed Event Notice as required by Rule 15c2-12 as follows:

- (A) The Disclosure Coordinator shall monitor and periodically review the Listed Events identified on Exhibit A, in connection with the Obligations identified on the Chart in Exhibit C to determine whether any event has occurred that may require a filing with EMMA.
- (B) The Disclosure Coordinator shall file, in a timely manner, a notice of the occurrence of any Listed Event or Events with the MSRB via EMMA with respect to any Obligations to which the Listed Event or Events are applicable, in a timely manner not in excess of ten (10) business days after the occurrence of the Listed Event.
- (C) The Disclosure Coordinator shall subscribe to any available ratings agency alert service regarding the ratings of any Obligations.

Article VI

Miscellaneous

Section 6.01. Documents to be Retained. The Disclosure Coordinator shall be responsible for retaining records demonstrating compliance with this Policy. The Disclosure Coordinator shall retain an electronic or paper file (“**Transcript**”) for each continuing disclosure Annual Report Filing that the Issuer completes, and for each Listed Event Filing that the Issuer completes. Each Transcript shall include final versions of documents submitted to the MSRB through EMMA. The Transcript shall be maintained for a period of eleven (11) years from the final retirement of the Obligations.

Section 6.02. Education and Training. The Issuer shall conduct periodic training to assist the Disclosure Coordinator, all Employees and the Governing Body in understanding and performing their responsibilities under this Policy. Such training sessions shall include a review of this Policy, the Issuer’s disclosure obligations under applicable federal and state securities laws, including the Listed Events in Exhibit A, and the disclosure responsibilities and potential liabilities of members of Issuer staff and members of the Governing Body. Such training sessions may include meetings with Disclosure Counsel, teleconferences, attendance at seminars or conferences where disclosure responsibilities are discussed, and/or recorded presentations.

Section 6.03. Public Statements Regarding Financial Information. Whenever the Issuer makes statements or releases information relating to its finances to the public that is reasonably expected to reach investors and the trading markets (including, without limitation, all Listed Event notices, statements in the CAFR, and other financial reports and statements of the Issuer), the Issuer is obligated to ensure that such statements and information are complete, true, and accurate in all material aspects. The Disclosure Coordinator shall assist the Governing Body in ensuring that such statements and information are accurate and not misleading in any material aspect. Investment information published on the Issuer’s website may include a cautionary statement at the request of the Disclosure Coordinator, substantially as follows:

“The only information on this website that is posted with the intention of reaching the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community, is located on the "investor information" web pages. Other than the specific information presented in the investor information web pages, no other information on the Issuer's website is intended to be the basis of or should be relied upon in making an investment decision. Because each security issued by the Issuer or its related entities may involve different sources of payment and security, you should refer for additional information to the official statement and continuing disclosure filings for the particular security. The information posted in the investor information web pages speaks only as of its date.”

EXHIBIT A
LISTED EVENTS

The Disclosure Coordinator should periodically review this list to determine whether any event has occurred that may require a filing with EMMA.

For securities (subject to Rule 15c2-12) issued on or after December 1, 2010, or for variable rate demand bonds that are converted from a mode currently exempted from rule 15c2-12 to a mode not so exempted on or after December 1, 2010, the following events automatically trigger a requirement to file on EMMA within ten (10) business days of their occurrence, without regards to the materiality of the event:

1. principal and interest payment delinquencies
2. unscheduled draws on debt service reserves reflecting financial difficulty
3. unscheduled draws on credit enhancements reflecting financial difficulty
4. substitution of credit or liquidity providers, or their failure to perform
5. adverse tax opinions or events affecting the tax-exempt status of the security
6. tender offers
7. defeasances
8. rating changes
9. bankruptcy, insolvency, receivership or similar event of the obligated person
10. failure to provide in a timely manner notice of failure to provide required annual financial information by the date specified in any continuing disclosure undertaking

The following events trigger a requirement to file notice of their occurrence on EMMA within ten (10) business days after their occurrence, once they are determined to be material by the Disclosure Coordinator:

1. non-payment related defaults
2. modifications to the rights of security holders
3. bond calls
4. release, substitution or sale of property securing repayments of the securities
5. the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms

6. appointment of a successor or additional trustee or the change of name of a trustee

EXHIBIT B

Suggested Practices in Submitting Annual Financial Information to EMMA*

Annual Financial Information is to be submitted to EMMA as follows:

- through the EMMA Dataport;
- in one or more electronic word-searchable portable document format files configured to permit documents to be saved, viewed, printed and retransmitted by electronic means (“properly formatted pdf file”); and
- indexed by the submitter as “Annual Financial Information and Operating Data” – this EMMA indexing category should be used for all submissions consisting of one or both parts of an annual financial information submission. A submission should be indexed in EMMA by the submitter as “Annual Financial Information and Operating Data” if it consists of complete annual financial information (including audited financial statements and/or the CAFR).

If the audited financial statements have not been prepared in time to meet the deadline:

- file unaudited financial statements with a notice to the effect that the unaudited financial statements are being provided pending completion of audited financial statements and that the audited financial statements will be submitted to EMMA when they have been prepared.

If annual financial information is provided by reference to other submitted documents file:

- a notice that includes specific reference to a document available on the EMMA website or the SEC (such as, but not limited to, an official statement), to the extent that such document in fact includes the information required to be included in the annual financial information; and
- the submitter should confirm that such document in fact is available from the EMMA website or the SEC and should include in such notice (A) a textual description of the document that includes the required information, with sufficient detail for a reasonable person to determine the precise document being referenced, and (B) an active hyperlink to the pdf file of such document as then posted on the EMMA website or to the SEC’s EDGAR system; further, if such document includes audited financial statements, the submitter should also index such submission as “Audited Financial Statements or CAFR” in addition to (but not instead of) “Annual Financial Information and Operating Data” unless the submitter submits such audited financial statements separately to EMMA.

Failure to file notices are to be submitted to EMMA as follows:

- through the EMMA Dataport;
- as an electronic word-searchable and properly formatted pdf file; and
- indexed by the submitter as “Failure to Provide Annual Financial Information.”

* Procedures subject to change.

EXHIBIT C

DEBT INVENTORY & CONTINUING DISCLOSURE SUMMARY

Update and complete with each new issue of Obligations, and upon any disclosure filing

[illegible]

POLICIES

• Government Access Channel Policy	66
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Government Access Channel Policy

Policy

The government access channel shall be used by the city to promote the availability of government information to the citizens of Indianola. Government information shall include city, county and school and shall be only administrative in nature such as agendas, schedules, public safety and promotional information for government sponsored programs. Non-administrative information such as social and sporting events may not be placed on the government access channel. However, dates, times and locations of such events may be broadcast.

In addition, information relating to political, commercial, religious or any other non-government nature shall not be permitted. However, information such as election dates, times and locations may be broadcast.

Equipment Location

The equipment will be housed in the old data processing room located in the south council chambers which provides space as well as convenience to the council chambers.

Administrator

The Information Technician Manager is recommended as the person responsible for overseeing the day-to-day operations of the channel. Duties include scheduling, data entry, and working with personnel, either existing or new part-time, to enter information into the system. The City Manager will be ultimately responsible for the overall operation of the system.

Schedule

The channel will be live/tape broadcast.

Board/Commission Use

Should a board/commission wish to live broadcast their meetings, it will have to be done in the council chambers.

Adopted by City Council on January 16, 1995.

Infiltration and Inflow Policy

The Iowa Department of Natural Resources mandated the City of Indianola to study and repair the sanitary sewer collection system (Public and Private Sewers) to eliminate sanitary sewer overflows within a 3-year period. The mandate creates an urgency to remove Inflow and Infiltration (I&I) from the sanitary sewer system by December 31, 2013.

I&I not only causes sewage backups in basements, but also results in a substantial increase in energy needs and rapidly advances the need for repair and maintenance due to increased burden on the system. In addition, there is a reduction in sewer capacity, which shortens the life of the current treatment facility. All of which result in increased cost and financial burden on citizens and businesses of Indianola.

I&I is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits and roof drains into sanitary sewers. The latter has been illegal since the adoption of Ordinance No. 27-103 in 1979.

The mayor and council therefore adopt the following policy to abate problems associated with I&I:

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis with anticipated city-wide completion of Phases I thru IV, as outlined in the Administrative Consent Order, on or before **Dec. 31, 2013.**
2. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I are the responsibility of property owners and shall be repaired or removed in the following manner:

ACCESS TO PRIVATE SERVICE ref. Ord. 95.07 Right of Entry

Should the property owner deny access to the property for I&I testing and/ or inspection, the City of Indianola will consider the property non-compliant with the City of Indianola I&I program. A letter notifying the owner of non-compliance will be sent and the property owner will be given 30 days to respond or a \$50.00 per month fee shall be applied to the utility bill until inspection or testing can confirm compliance. If the owner has failed to allow access after a 90-day period of time, the monthly fee will increase to \$70.00 until inspection or testing can confirm compliance.

CONNECTION OR LEAKING SERVICE TO SEWER

Upon written notification from the City (regular first class mail) I&I flowing into the sanitary sewer from an illegal connection (does not include sump pump), the property owner shall have a period of **90 days to abate the problem.** Those owners that perform

the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be eligible for one of the following finance options:

- a) 25% reimbursement (not to exceed \$1000) for the disconnection costs. Repair amounts in excess of \$7500 and up to \$15,000 will be eligible for an additional rebate amount equal to 10% per \$1000. A repair in excess of \$15,000 will receive an additional 25% per \$1000.

OR:

- b) Loan Amounts may range from \$3,000 to \$7,500 with a three (3%) interest rate. Loan term may vary not to exceed ten (10) years. Loan requests will be approved by the City Manager.

Example:

- 1) \$3,000, 3%, 5 years
- 2) \$4,000, 3%, 7 years
- 3) \$5,000, 3%, 8 years
- 4) \$5,500, 3%, 9 years
- 5) \$7,000, 3%, 10 years

For those property owners who opt not to repair the illegal connection from the sanitary sewer after the 90-day period, a \$50.00 per month fee shall be applied to the utility bill until the disconnection has been performed, but not to exceed 1 year. By the end of the 1-year period, the owner shall have completed the disconnection.

If the owner has failed to repair the illegal connection the monthly fee will increase to \$70.00 until repairs have been made. By the end of the second 1-year period, the owner shall have completed the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

Inspection by city staff both prior to and after repairs shall be necessary for a reimbursement or loan. In addition, a billing statement for services performed shall accompany the request for reimbursement. For those owners opting to do the work without the assistance of a commercial contractor, the city shall reimburse 50% of the material costs only. The reimbursement shall not exceed \$500.

CONNECTION (SUMP PUMP)

Upon written notification from the City (regular first class mail) of sump pumps illegally hooked into a sanitary sewer, the property owner shall have a period of 30 days to remove all methods/systems of connection.

For those property owners who opt not to disconnect a sump pump from the sanitary sewer after the 30-day period, a \$70.00 per month fee shall be applied to the utility bill until the disconnection has been performed.

Within two years the owner shall have made the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

No financing options are available for this repair.

Inspection by city staff both prior to and after repairs shall be necessary.

UNDUE HARDSHIP

For those property owners who can show undue hardship resulting from repairs, the fee may remain at \$50.00 if approved by the city council.

The property owner shall make arrangements with the City of Indianola for undue hardships and will be handled on a case-by-case basis.

Reference of City Ordinances:

95.07 Right of Entry
97.01 Storm Water
97.05 Restricted Discharge Powers
99.05 User Charges

Reference of City Ordinances:

95.07 Right of Entry
97.01 Storm Water
97.05 Restricted Discharge Powers
99.05 User Charges

Adopted by City Council on November 17, 1986; amended September 5, 1995; amended June 15, 1998; amended September 5, 2006; amended July 16, 2007; amended June 2, 2008, amended 2010, amended 2013

Policy for Banners in the Public Right-of-Way

Applicability Any banners erected in the public right-of-way in the City of Indianola shall adhere to this established policy. This policy does not apply to banners that are not in the public right-of-way. The Sign Regulations of the Zoning Ordinance shall apply for such banners.

Application Form Applicants for banners in the public right-of-way shall use the Banner application form available at the Community Development Department located at 110 North 1st Street. Banner design, including color depiction, exact dimensions, content, colors, locations, duration of event, applicant information and insurance shall be required as part of any banner permit application.

<u>Banner Zones and Number of Poles</u>	<u># of Poles</u>	<u>Minimum # of Banners</u>
Zone 1 – North Buxton from Ashland to West Clinton West Ashland from Buxton to North C Street	13	10
Zone 2 – North Howard from Ashland to East Clinton East Ashland from North Howard to Hwy 65/69	10	8
Zone 3 – South Buxton from Salem to Hwy 92 West Salem from Buxton to South C Street	11	9
Zone 4 – East Salem from South Howard to Hwy 65/69 South Howard from Salem to Hwy 92	11	9
Zone 5 – Square/downtown area	28	20
Zone 6 – Highway 65/69 – Number and location approved by City Council.		
Zone 7 – Highway 92 – Number and location approved by City Council.		

Other Zones Applicants for banner locations outside the banner zones listed above will be considered on an individual basis after review and recommendation by city staff and the approval of the City Council.

Application Fee A \$25.00 application fee plus \$2.00 per banner is required for those banners installed within Zones 1 – 2 – 3 – 4 and Private Non-Profit banners located in any zone. The Community Development Director shall waive the fee if no sponsorship is placed on the banner.

Number of Banners Minimum number of metal light poles as listed in each zone must have the same banner and the banners must utilize the minimum number of banners listed for the zone in which they are installed. No more than one banner per pole.
*Exception: Zones 6 and 7, approval of specific number and location of banners along Highway 65/69 and Highway 92 will be required by City Council.

Minimum number of banners must be distributed uniformly within the zone.

Banner Construction

Pole banners must not be larger than 30"x 94" and should be made out of a canvas or nylon material. Supports shall match existing pole color unless otherwise approved.

Banner Installation

All hardware used to support each banner shall be approved and installed by Indianola Municipal Utilities. All costs associated with the installation and removal shall be the responsibility of the applicant. Permit holder is responsible for coordinating installation and removal of banners with Indianola Municipal Utilities.

Length of Use By
Type of Banner

Business or Institution: Allowed in Zones 1 – 2 – 3 – 4

(company anniversary event, college welcoming, etc.)

3-month maximum per calendar year per banner with at least 30 days separating such 3-month periods.

Community Wide Event: Allowed in ALL Zones

(seasons, holiday shopping, etc.) 3 months maximum per calendar year per banner with at least 30 days separating such 3-month periods.

Community Special Event: Allowed in ALL Zones

(The National Balloon events, Log Cabin days, Dickens, etc.) One month maximum prior to each event. Banner must be removed within 7 days after event.

Private Non-Profit Special Event: Allowed in ALL Zones

(The National Balloon Classic, Opera Festival and similar events) One month maximum prior to each event. Banners must be removed within 7 days after event.

Insurance

Permit applicant must file proof of insurance and must sign a hold harmless agreement. These documents must be submitted before sign permit application for banners in public right-of-way will be approved.

Maintenance of
Banners

Upon receipt of any call regarding problems with banners, corrective action within 24 hours of notification to the banner sponsor's contact person will be required. The City of Indianola reserves the right to immediately have the banner removed and revoke the banner permit. Any cost for the removal of banners by IMU will be charged to the organization holding the permit.

In all cases, the applicant is responsible for cost of installation and maintenance of the banners.

Administration

These policies and procedures are administered by the Community Development Director.

<u>Banner Reservations</u>	Banner space will be allocated on a first-come, first-served basis, with conflicts resolved according to the prioritization standards.
<u>Prioritization</u>	<ul style="list-style-type: none"> (1) Decorative non-event specific (2) Major Multi-day events with community involvement. (3) Community promotions and events.
<u>Banner Content and Design</u>	<p>The content and design must comply with the following:</p> <ul style="list-style-type: none"> (1) Celebrates and/or promotes the Indianola community or is event specific. (2) Be non-offensive. (3) Sponsorship recognition will be allowed in the bottom 15%. In Zones 1 –2 –3 –4 ONLY. (4) Banner design must be submitted to the Community Development Director for compliance with above criteria.
<u>Availability</u>	Open to all citizens of Indianola, to established institutional or non-profit organizations (example churches, colleges, etc.) within the community and to Indianola organizations carrying out events within the community. The foregoing requirements and guidelines must be followed by all banner users. Corporate banners recognizing company anniversary events or special recognition may be permitted subject to all the above design and location criteria.
<u>Exemption</u>	The City Council may approve any banner design, content or location for a person not to exceed 1 year.

Adopted by City Council on February 18, 2003; amended June 2, 2003; amended August 4, 2008.

Revolving Loan Fund Program Policy

The purpose of this policy is to provide broad direction for the implementation of a Revolving Loan Fund by the City of Indianola.

Geographic Area

Benefited entities shall be limited to an area described in the Urban Renewal Plan for the Original Downtown Urban Renewal Area on file in the City Clerk's office.

Purpose

The program's purpose is to assist building/landowners in the retrofit, renovation, or new construction of properties or second story housing development, within the designated area to provide: new retail service, housing projects; to combat urban blight; and to provide employment opportunities in the City of Indianola.

Program Methods

The assistance provided to the building/business owner will come in the form of direct, zero interest loans, of up to 25% of the project cost or \$10,000, whichever is less. The Council reserves the right to approve projects for more than \$10,000 if they provide broader economic benefits to the community and are recommended by the Director of Finance.

Eligibility Criteria

The Director of Finance shall establish objective eligibility criteria, funding priorities, and program requirements that meet local, state, federal, and grant funding requirements as applicable. The Director of Finance shall maintain proper documentation of these procedures on file in the City Clerk's office. Exceptions to the eligibility criteria for projects approved by the Director of Finance using his/her own guidelines shall be disclosed to the City Council.

Implementation

The Director of Finance shall provide recommendations to the City Council under this program on applications it approves for funding.

Disbursements under this program shall be submitted to the City Clerk's Office for council consideration using existing policies and procedures.

Adopted by City Council on August 6, 2001; amended August 4, 2008.

Roadside Trail Development Policy

Where trails will double as sidewalks as per the City Parks and Trails Master Plan along designated Green Streets or where Roadside Trails are designated, the developer, prior to or at the time adjacent houses are constructed, shall install an 8 ft or 10 ft wide concrete trail (whichever is required) instead of 4 ft wide, with the city paying the width difference greater than 4 ft.

Installation: must follow city specifications

Maintenance: 50% owner-50% city (8 ft wide), 40% owner-60% city (10 ft wide)

The city will determine when a repair or replacement is needed, notify the property owner and hire a contractor to perform the work. The city shall pay the contractor and bill the property owner for 40% or 50% of the cost, depending on the trail width.

Snow Removal: The property owner shall be responsible for snow removal to a width of 4 feet.

Adopted by City Council on September 9, 2006.

Sidewalk Agreements

Staff has the authority to enter into sidewalk agreements with square businesses, which will include the following:

- Hold harmless agreement
- City as a “name insured” on a \$1,000,000 (where no liquor license is involved)
- 50 cents per square foot of occupied space
- Term agreed to annually

Any agreements that are “outside” the conditions above will be brought to council for consideration.

Adopted by City Council on June 21, 2004.

TIF Program Policy

The purpose of this policy is to provide guidance regarding the use of Tax Increment Financing (TIF) to enhance economic development in the City of Indianola (the City). This policy does not replace project area objectives or types of renewal activities listed in any Urban Renewal Plan. Nothing within this policy requires the City of Indianola to provide funding for any project, regardless of that project's ability to meet eligibility guidelines. Any project making application for TIF funds must be located in a designated TIF district and is subject to the particulars of the respective Urban Renewal Plan applicable for said TIF district.

Goal

The goal of Indianola's Tax Increment Finance (TIF) program is to effectively encourage economic development, enhance industrial and non-retail commercial property tax base, create high-quality employment opportunities, and attract businesses that contribute to the general well-being and quality of life of Indianola's residents.

Uses of Funds

- Construction and repair of public infrastructure. TIF funds may be used to retire debt and pay interest for these projects until development occurs or until assessments and connection fees are paid.
- Direct assistance to pay assessments or connection fees for properties whose uses meet eligibility criteria. Properties that do not meet the criteria shall be required to pay assessments or connection fees, even if TIF is used to finance others within the same project.
- Direct assistance to businesses or property owners in the form of rebates, grants or loans for non-infrastructure uses. Loans may be interest bearing, zero-interest, or forgivable based on performance targets.
- To purchase or expand land ownership in partnership with the Indianola Development Association and any public/private partnership project that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Any other lawful use as listed in the Urban Renewal Plan on file in the City Clerk's Office for any particular area.

Property Use Eligibility Criteria

- Properties owned by public entities that enhance the quality of life in Indianola, serve a public purpose, and stimulate economic development.
- Properties owned by the Indianola Development Association or any public/private partnership that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Properties with any proposed industrial usage.
- Properties with proposed commercial office or retail usage with combined taxable valuation of all lots that exceeds \$10 million.
- Properties with proposed retail development with a taxable valuation under \$10 million and all residential development properties are explicitly excluded from receiving TIF program funds.

Project Eligibility Criteria

The following project characteristics shall be the primary factors in considering project eligibility:

1. Improves the development viability of an eligible property and will likely meet at least 3 other project criteria within 5 years of funding.
2. Increases the taxable value of an eligible property within 2 years of funding.
3. Creates or retains quality employment opportunities within Indianola.

4. Is compatible with the community and surrounding properties.
5. Does not cause undue stress on City services or public infrastructure.
6. Does not create an unfair advantage for the property owner over existing property owners in the community.
7. Property owners or developers waive other forms of property tax abatement, exemptions, or incentives allowed by law, however nothing precludes the City from rebating property taxes paid.
8. Property owners or developers agree to minimum assessed values, construction timetables, and other criteria to be contained in a development agreement.
9. Property owners or developers shall construct public infrastructure necessary to serve the project in accordance with City specifications, and upon completion, dedicate such to the City.

Where applicable, assistance to private entities shall be based on criteria outlined in Iowa Code Chapter 15A, including, but not limited to the number and pay scale of projected new jobs and the amount of property tax base to be created. Pay scale shall be determined by the percentage of median income for Warren County. Other compensation criteria, such as benefits paid, may also be considered.

Project Priorities

1. Public infrastructure improvements adjacent to undeveloped property or proposed redevelopment.
2. Lending at low or zero-interest rates where local funds are used to match other public and private economic development incentives. Preference will be given to projects that expand existing businesses.
3. Direct assistance in the form of grants, rebates, or forgivable loans where local funds are used to match other public and private economic development incentives.
4. Lending or direct assistance without local funds matching other economic development incentives.

Application Procedure

- Application forms are available in the Community Development Office at City Hall, 110 N. First Street.
- Applications shall be submitted as soon as possible to the Community Development Office and, at a minimum, prior to the submittal of a site plan.
- The application shall be reviewed by the City Manager for completeness.
- The City Manager shall forward the application, with a recommendation for approval or denial, to the City Council for its consideration of the application.
- If the application is approved by the City Council, the City Manager shall prepare a Development Agreement, which shall contain the necessary financial and legal considerations. The cost to prepare the Developer Agreement shall be paid for by the applicant, including any outside counsel retained by the City for purposes of negotiating, drafting, approving or executing said Agreement.
- Once the Development Agreement is negotiated between the Applicant and the City Manager, the City Council will conduct a public hearing and take action on the agreement. The City Council must find that a bona fide public purpose will reasonably be accomplished by the project.

City of Indianola
TIF Program Application

This application must be completed for any project that requests financial assistance from the City of Indianola using the Tax Increment Financing Program. Please use additional or attached sheets to provide any information requested in this application.

Applicant Name: _____
Mailing Address: _____

Telephone# _____
FAX# _____
E-mail address _____

Property Use

- | | |
|---|---|
| <input type="checkbox"/> Public entity | <input type="checkbox"/> Proposed industrial use |
| <input type="checkbox"/> Indianola Development Corp. | <input type="checkbox"/> Commercial office in excess of \$10M |
| <input type="checkbox"/> Other public/private partnership | <input type="checkbox"/> Other eligible use |

Zoning classification: _____

Project Description

Description of the project (Physical location, building square feet, unique architectural aspects, etc.):

Description of employment (use attached sheets if necessary):

- | | | |
|--|-------|-----------------------|
| <input type="checkbox"/> New jobs | _____ | Average wages \$_____ |
| <input type="checkbox"/> Existing jobs | _____ | Average wages \$_____ |

Note: Projects that simply relocate jobs from another part of the city or state may not be eligible unless they significantly expand new jobs or retain current jobs from moving out of state.

Other information (types of employment, benefits, etc.):

Dollar value of property improvements to be constructed: \$_____

Description of compatibility with the community and surrounding properties:

Description of uses of public infrastructure or municipal services (utilities, special public safety considerations:

FOR CITY USE ONLY:

Received by the City: _____

Reviewed by the City Manager: _____

Referred to City Council for Action: _____(YES) _____(NO)

Signed: _____
(City Manager)

Date: _____

Adopted by City Council on January 16, 2007; amended August 4, 2008.

Web Site Privacy Statement & Disclaimer

The City of Indianola (City) and Indianola Municipal Utilities (IMU) provide web sites, including indianolaiowa.gov and i-m-u.com, as a public service. Please note that visitors to these sites are responsible for checking the accuracy, completeness, currency and/or suitability of all information. The following information outlines the collection and protection standards used by the City and IMU on these sites. This information is provided for informative purposes only and is not meant to be a contract of any type, either express or implied, and should not be treated as such by site visitors. The information provided in this statement and disclaimer may change at any time, without prior notice to any visitor.

Access to Information:

- Access to personally identifiable information in public records for municipalities is determined primarily by Chapter 22 *Examination of Public Records (Open Records)* of the Code of Iowa. Records generally available under Chapter 22, and not otherwise designated as confidential elsewhere in the Iowa Code or under federal statutes, are considered public information and can be made available upon request. Information that visitors to this web site provide has no greater, or less, privacy protection than similar information provided to this municipality by other means.
- Any public information furnished by a visitor to this site, for any reason, may be filed and maintained by the municipality for its own use in performing statistical analysis, improving its service delivery system, or responding to a request for service or information. Information deemed as confidential may be retained for the city's or IMU's own use. The City and IMU do not sell visitor's information to any outside company or organization. Visitors should be aware that the collection of personal information requested from or volunteered by children will be treated in the same manner as information given by an adult and may be subject to access by the public under Iowa law.

Collection of Information:

- The City and IMU may automatically collect specific and non-personal information about each visitor to its web sites. This information may include Internet Protocol (IP) addresses, type of browser used, the date and time of the visit, the services accessed, and the IP addresses of the locations to which the visitor linked during their visit to these web sites. This information is strictly used for site maintenance purposes, but may be considered public information. The portion of a record request that contains an internet protocol number which identifies the computer from which a person requests an official record is considered confidential under Chapter 22 of the Code of Iowa.
- The City and IMU contracts with third parties to provide certain services. Data collected on these sites is owned by the City and IMU and is subject to the same privacy protections and constraints under applicable Iowa law and federal statutes as if it were collected on City and IMU sites.

Security of Information:

- City, IMU, and sites providing services to the City and IMU by third parties meet accepted standards of security for transactions that may involve payment of funds, including the use of encryption and SSL services.
- Credit card numbers are not electronically stored on-line by the City or IMU longer than is required for verification and completion of the subject transaction. However, neither the City nor IMU are

responsible for credit card numbers or information retained by third parties and do not warrant the security of such data retained by any third party.

Information Content:

- The City and IMU specifically disclaim any and all liability for any claims or damages that may result from providing information or transactional capabilities on its web sites, including sites maintained by third parties. The inclusion of links to or from any site does not imply endorsement by the City or IMU. The City and IMU makes no effort to independently verify, and does not exert editorial control over, information on pages outside of its own sites. The responsibility for content rests with the organizations providing the information.
- The City and IMU do not endorse any products, services, vendors, consultants, or documentation referenced in the content on its web sites. Any mention of products, services, vendors, and consultants is for informational purposes only.
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Adopted by City Council on October 7, 2002.

STREETS, ALLEYS, AND PARKING LOTS

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Addresses on Street Curbs

Establishes a policy, which permits house numbers to be painted on street curbs at the residents' option and expense.

Adopted by City Council on August 5, 1985.

Alleys and Streets – Sale Of

Whereas the City Council of the City of Indianola, Iowa is desirous of setting a consistent and uniform policy in the pricing of streets and alleys offered for sale, the following be adopted as the policy of the City Council of the City of Indianola relative to the sale of streets and alleys:

1. It shall be Council policy that before a request to vacate and sell an alley be presented to the Council, that all the adjacent property owners and the property owners that abut the extension of the proposed vacated alley prior to the alley crossing a designated city street, must sign that they are in agreement on the sale of the alley and the division thereof. All other property owners within the block shall be notified.
2. That such utility easements be retained over any street or alley sold by the City of Indianola as the City Manager may, in his opinion, determine as advisable and reasonably necessary under the existing circumstances.
3. That the standard price of \$200.00 for an entire alley one-half block in length be set for each portion of an alley sold except for areas within two blocks of the city square or one block of 65/69 and 92 where a price of \$400.00 for an entire alley one-half block in length is hereby set.
4. That it be adopted as a standard general policy that alleys be divided between the lots which are adjacent to it, and that parties owning the adjacent lots be notified in the event that an alley is going to be sold.
5. That a price of \$500.00 for a street one-half block in length is hereby set.
6. That the purpose of this policy is to set a minimum, and in effect a standard price for alleys and streets offered for sale by the City of Indianola, Iowa. It is not, however, the intent of this policy statement to set a maximum price in the event that on a Notice of Sale there is more than one interested buyer and said parties are willing to bid against each other in excess of the price set by this policy statement. In the event that more than one party is interested, the street or alley shall be sold to the highest bidder as provided by law.
7. The purchaser shall, in addition to the prices set forth above, pay the necessary publication costs and legal fees incurred incidental to the sale.
8. Prospective purchasers shall deposit the amount of their bid with the City Clerk at the time of their request, which deposit shall be refunded in the event the sale is not approved by the Council.

Adopted by City Council on October 19, 1981.

Alley Policy

The City Council recognizes it is of mutual interest to property owners and the City to vacate and sell unused alleys to property owners. The Council from time to time may allow property owners to obtain unused or low-use alleys from the City for a purchase price of \$1.00 plus costs which shall include but are not limited to publication, attorney, recording and survey fees. Alleys sold by the City must be unused or low use and have unanimous approval of property owners abutting the alley to be sold.

Adopted by City Council on May 18, 1987; amended August 4, 2008.

Alleys – Hard Surfacing

The City will pay one-third the cost of constructing a hard-surfaced alley. All in-kind service and/or labor by the City will not be included in the City's 1/3 allocation. In order for the City to participate in the construction, the alley will be constructed in accordance with City specifications.

Adopted by City Council on April 3, 1981.

Alley Maintenance

Hard-Surfaced Alleys

The City of Indianola will provide maintenance on hard-surfaced alleys. This includes, but is not limited to, patching holes, plowing snow and sweeping the alleys. Major maintenance is not included as part of this policy and the cost incurred in such a project may be assessed to property owners.

Major maintenance of hard-surfaced alleys shall be defined but not restrictedly limited to asphalt or concrete overlays over large sections of the hard surface or reconstructing a large section of the hard-surfaced alley.

Exception: The above section shall not apply to the alleys within one block of the square. For these alleys, given their commercial and therefore public use, the mayor and council may opt to improve them at the city's expense. Improvement for this section shall only include asphalt overlays.

Rocked Alleys

The City of Indianola will grade and plow snow on rocked surfaced alleys upon request. Additional rock will be added on a minimal basis to existing maintained rocked alleys or future constructed rocked alleys. This rocking by the City is not to be construed to construct or reconstruct non-surfaced alleys but only to maintain rocked surfaced alleys. Any cost incurred for construction or major reconstruction of rocked alleys should be borne by the property owners.

Major construction or reconstruction of rocked alleys shall be defined but not strictly limited to the addition of rock or other road building materials on a major portion of an alley or removing old material and replacing it with rock or other road building materials.

If a dispute between property owners occurs due to the City's maintenance of an alley, the City reserves the right to ask the person who requested the maintenance to obtain signatures of the majority of the abutting property owners on the alley and/or the majority of ownership, per running foot, on the alley before the City will continue to maintain the alley.

Adopted by City Council on April 3, 1981.

Dirt Alleys

Dirt traveled alleys will be graded and snow plowed upon request. Rock or other road building materials will not be added to dirt alleys by the City.

If a dispute between property owners occurs due to the City's grading of an alley, the City reserves the right to ask the person who requested the grading to obtain signatures of the majority of the abutting property owners on the alley and/or the majority of ownership, per running foot, on the alley before the City will continue to grade the alley.

Adopted by City Council on April 3, 1981.

Calcium Chloride (Dust Control)

The City will pay for one application of calcium chloride (dust control).

Adopted by City Council on April 16, 2001.

Parking Lot Maintenance

City policy on maintaining parking lots is that the City owned or properly leased parking lots shall be surfaced and maintained, as needed under the supervision of the City Manager.

Adopted by City Council on August 1, 1977.

STREET CONSTRUCTION

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Asphalt Overlays

The City Council on paved streets shall assess 100% of the overlay project costs. Assessments shall not include: 1) engineering; 2) curb repairs and replacement and; 3) repairs to the street prior to the overlay.

For streets that potentially have an additional 20 years of life based on limited structural deterioration, the engineer shall prepare a cost estimate for rehabilitation. This includes replacement of excessively cracked panels, replacement of deteriorated curbs, placements of asphalt overlays or other repairs necessary to improve the streets appearance to substantially the same standard as required in new subdivisions.

In addition, for those property owners who pay their assessment within 30 days of adoption of the final assessment schedule, no default fee shall be charged.

Adopted by City Council on May 17, 1993

Concrete Street Replacement

The following policy shall be used for replacing existing concrete streets. The council's vision centered on minimizing neighborhood deterioration as well as possible segregation of the community into high and low income housing areas.

Factors for consideration include:

- A. Approximate Age of Original P.C.C. - The basis of a concrete street replacement policy shall be that all streets which reach 70 years of age may be replaced unless engineering investigations show above average performance by the street pavement. Streets that show excessive deterioration before reaching 70 years of age may also be subject to replacement.

The above time line approach will allow the City Council and residents adequate time to plan for the financial impact of a street replacement program.

- B. Arterial/Collector Streets - Arterial and collector streets require a higher level of maintenance since they attract through traffic and are intended to be used more than neighborhood streets. The timing of replacement for these streets will depend on the amount of damage sustained from truck traffic and funding availability from state and federal programs. These streets will be reviewed periodically and property owners will pay a reduced special assessment which is consistent with the ISTEA Street Replacement Policy.
- C. Engineer's Recommendation - Evaluating and rating of streets by an engineer shall include but not be limited to use of core samples for determining thickness and structural strength. In addition, the general condition of the street including curb defects, types and frequency of cracks, formation of potholes, pavement irregularity and lack of storm drainage shall be reviewed. The engineers' recommendation shall be a key factor in street replacement.

Adopted by City Council on March 6, 1995.

Non-TEA-21 Streets

The City Council on non-paved streets will assess all eligible construction costs up to 31' B to B to the property owners. The assessment will be based on the benefited area.

Exception: The City Council may at it's option based on undue hardship as a result of the assessment, pay 50% of the paving for streets that are one block in length or less and that lie between two existing concrete paved streets.

On paved (hard surfaced) streets, the City Council will assess 0% of the eligible construction costs up to 25' B to B to residential, commercial, industrial and non-profit organizations.

Adopted by City Council on January 15, 2001.

Amended by City Council on March 5, 2012

TEA-21 Streets

The City Council on non-paved streets constructed with TEA-21 funds will assess all eligible costs that are not funded by the TEA-21 grant.

For streets that have been previously paved (hard surfaced), the city shall assess 0% of all eligible costs not funded by TEA-21 to the residential, commercial, industrial and non-profit property owners.

Adopted by City Council on January 15, 2001.

Streets Funded by Alternative Revenue Sources

On a case by case basis, the City will decide how much each property will be assessed.

Sidewalk Installation

When concrete streets are replaced, sidewalks shall also be installed where none currently exist and the lot is developed. The walks shall be installed as part of the street project.

The cost of material and labor shall be borne by the property owner. However, unique costs related to severe grade, tree and utility removal shall be borne by the city as part of the reconstruction project.

Adopted by City Council on April 17, 1995.

MISCELLANEOUS

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Animal Control

The purpose of this policy is to aid the general public in dealing with problems that result from the intrusion of wild animals into residential and commercial areas.

The city council authorizes the City Manager, or his designee, to pay the costs for wild animal control occurring in the city limits on either public or private property under the following conditions:

1. The contractor is required to be experienced in the capture and handling of wild animals.
2. The fee is based on a per animal basis.
3. The property owner is responsible for arranging the work with the contractor
4. The contractor provides the city a per animal quote and, where applicable, other anticipated cost information, prior to engaging work on behalf of the customer
5. The contractor provides the city an invoice for 50% of the cost complete with the name and address of the customer and a description of the wild animals captured
6. Fees are reimbursed only after the wild animal(s) is/are successfully captured.

The following implementation guidelines apply to this policy:

1. Wild animals include, but are not limited to skunks, raccoons, opossums, and squirrels. This policy shall also apply for the capture and prevention of nesting locations for bats. Fees for domestic animal control shall not be authorized.
2. Payments for the city's share shall be made solely to the contractor and not to the property owner.
3. No contractor shall be reimbursed for the capture of more than 6 animals from work at a single property within any 90-day period.
4. The maximum reimbursement amount set for skunks, raccoons, opossums, and squirrels is:

1 animal	\$20
Multiple animals at 1 trapping	\$15 each
5. The maximum amount of bat nuisance abatement and prevention shall be \$200 for each individual claim.

Adopted by City Council on August 1, 1994; amended March 20, 2006.

City Policy on Lobbying

The "official position" of every city official or employee as well as the "official position" of the City of Indianola, for purposes of encouraging the passage, defeat or modification of any state legislation or any state regulation or influencing the decision of any state officials, or for any other purposes, can only be established by a motion, resolution or ordinance duly adopted by the City Council of the City of Indianola, Iowa. No such "official position" exists in the absence of such motion, resolution, or ordinance establishing such "official position", and no city official or employee is authorized or empowered to represent or express any such "official position" on behalf of the City of Indianola.

No city official or employee is paid compensation for the purpose of lobbying or is authorized to act as a lobbyist on behalf of the City of Indianola.

In the absence of a motion, resolution or ordinance specifically authorizing and empowering a city official or employee to the contrary, every city official and employee having any contact with any state representative, senator, executive branch employee or officer, or any state agency employee or officer (“state officials”), shall immediately state the disclaimer found below before making any other statement unless (a) the contact is initiated, conducted and concluded by the state official exclusively for the purpose of obtaining purely factual non-confidential objective information or data about the city, or (b) the contact is initiated, conducted and concluded by the city official or employee exclusively for the purpose of obtaining purely factual non-confidential objective information or data about the state, or (c) the contact is limited to the city official’s or employee’s formal appearance to give testimony, or (d) the contact involves a lawyer licensed to practice law in the State of Iowa representing the city before any agency or in a contested case.

The disclaimer mentioned above shall consist of the following statement: “The Indianola City Council has not established an ‘official position’ on this matter either for myself, my officer, or the City. I am not compensated or authorized to lobby on behalf of the City of Indianola on this matter. Accordingly, any views or opinions I may express are my own alone as a private citizen and are not intended to reflect the ‘official position’ of the City of Indianola or of my office or position with the City of Indianola.” Upon the stating of this disclaimer, it shall be conclusively presumed that the city official or employee is exercising his or her own right to free speech and the right to petition his or her government.

Adopted by City Council on January 4, 1993.

City-Wide Clean Up

Policy for the annual City clean-up will be:

1. All large items, such as sofas, mattresses, etc. will be picked up on the residents recycling day. Appliances, such as stoves, refrigerators, furnaces, etc., shall be taken to the brush facility free of charge on designated days.
2. Items that are bulky, such as swing sets, should be cut up or dismantled into smaller pieces.
3. The spring leaf and organic yard waste disposal program will be available free of charge (on designated days of the week) at the Indianola Brush Facility only. Fees will still apply for brush which is anything that is ½ inch or more in diameter. Items may be loose or in paper bags only.
4. Also there is a household hazardous waste and e-cycling collection at the Brush Facility – fees will apply to the e-cycling collection.
5. The City will not pick up trash or other items in trash containers, boxes or trash bags that the garbage haulers normally pick up.

Amended by City Council on April 18, 1983; amended on March 17, 2003; amended August 4, 2008.

Claims

It shall be Council policy that Board claims be approved by a majority or quorum of the Board prior to submission to the Council for payment. Documentation of this shall consist of a listing of claims accompanied by the minutes.

Approved by City Council on December 20, 1976; amended August 4, 2008.

Dangerous & Dilapidated Program

The D&D Committee shall establish a priority list (using the criteria below) designating properties for potential acquisition. Highways shall be the first priority.

The Community Development Director with cooperation of the City Attorney shall be responsible for negotiating and purchasing said properties.

All purchase agreements shall be approved by City Council.

CRITERIA

All properties purchased shall be vacant.

All purchases shall be voluntary and condemnation shall not be used.

Properties shall be purchased for a price at or below the Warren County Assessor's valuation. Special circumstances may be considered to allow a higher price.

Properties purchased should have a reasonable (ten years or less) net (purchase plus improvements minus re-sale) return on investment (increased value over existing) when considering city, county and school tax revenue. Exception: If the property is used for "affordable" housing, the reasonable return on investment may extend to 15 years or waived completely.

Adopted by City Council on July 18, 2000; amended August 21, 2008.

Permit Fees For Local Government Entities

Effective July 1, 1998, the city shall not charge any related building permit fees to the Indianola Community Schools or Warren County. Fees include building, plumbing, electric, water, sewer, driveway, sign, etc.

This policy shall be reviewed periodically to determine significant percentage changes and shall be adjusted accordingly and approved by council.

Updated September 21, 1998.

Rezoning

Notice of the Planning & Zoning Commission meeting shall be mailed by first class mail ten days prior to the meeting to all property owners within 200 feet of a proposed rezoning.

Adopted by City Council on April 2, 1984.

Excessive Sewer Policy

The purpose of this policy is to provide the City Manager, or his designee, with the authority to issue credits to utility accounts with bona-fide excessive sewer usage in amounts up to \$500 based on the following criteria:

- Water was metered
- Municipal employees verify evidence that water did not directly enter into the sewer system
- The metered water that did not enter into the sewer system was due to extraordinary circumstances beyond the utility account holder's control

Amounts in excess of \$500, and denials of credit by the City Manager, may be considered by the City Council.

Sewer Policy Statement

Purpose

The purpose of this policy is to provide for the implementation of Chapter 99.04 of the Code Of Ordinances pertaining to the basis for establishing user charges for sewer services. Nothing in this policy shall be construed to apply to or interfere with other chapters of the Code of Ordinances for sewer services.

Policy Statement

In the event that it is discovered that a meter multiplier has been incorrectly applied to a customer's consumption, a meter has been read incorrectly, the appropriate rate schedule has not been applied, a meter was not connected correctly, or in other similar circumstances, a refund or back bill shall be issued.

The method to be used to calculate a refund or back bill shall be the actual consumption times the rate for like charges either for the proceeding 60 months from the time the error was identified or for the period from the establishment of the current account holder to the time the error was discovered, whichever is less.

The maximum refund or back bill shall not exceed the dollar amount equivalent to actual consumption times the rate for like charges in the 12 months preceding the discovery of the error unless otherwise ordered by the City Council.

For any back bill issued under this policy, the customer shall be offered a payment plan agreement with repayment terms up to 60 months without interest or penalty. Failure to complete repayment will not lead to disconnection of services, but will lead to appropriate legal action being initiated by the city. The payment plan agreement shall also provide for complete repayment upon the closing of that customer's account. Any agreement with terms exceeding these must be approved by the City Council.

Adopted by City Council on August 6, 2007.

Shared Sewer Service Policy

The Water Pollution Control Department has discovered that there are several shared sewer services that have two or more buildings located on separately owned lots connected to a single sewer service typically 6" VCP (Clay Tile) material. Shared sewer service collects from multiple residences and conveys it to the public sewer system.

2003 International Plumbing Code

Section 701.3 Separate sewer service connection. Every building having plumbing fixtures installed and intended for human habitation, occupancy or use on premises abutting on a street, alley or easement in which there is a public sewer shall have a separate connection with the sewer. Where located on the same lot, multiple buildings shall not be prohibited from connecting to a common building sewer that connects to the public sewer.

Purpose

This policy establishes standards for City staff when shared sewer service connections are discovered. The policy will provide information such as types of shared sewer services, notifications, and define steps for public sewer construction. The intent of this policy is to protect the health and welfare of the public by separating shared services that are the responsibility of multiple lot owners. It is inclusive of, but not limited to, single family dwellings, single family dwellings converted to apartments, and businesses.

Definitions

“Collection Sewer Service” - The portion of the shared sewer service system that collects and conveys sewage from multiple buildings that are located on separately owned lots to the public sewer system. It is owned by, and the responsibility of, the property owners.

“Physical Repair” - Any portion of the sewer service to be removed, replaced, or altered.

“Private Sewer Service” - A portion of the shared sewer service that collects and conveys sewage from the property to the collection sewer service. It is owned by, and the responsibility of, the property owner.

“Public Sewer” - Sewer in which all owners of abutting properties have equal rights, and is controlled by public authority

“Sewer Service” - The pipe that conveys sewage from a property to the public sewer system.

“Sewer System” - All facilities for collecting, pumping, and disposing of sewage.

“Shared Sewer Service” – The entire system of pipes from multiple buildings that are located on separately owned lots that convey sewage to the public sewer. This includes private sewers and collection sewer services.

Notification

- When shared sewer services are identified by the City of Indianola, property owners will be notified within 30 days.

- The notification will include a map that identifies the known properties that share the sewer service, an estimated location of the shared sewer service, the private sewer services, the collection sewer service, and the connection to the public sewer system.
- Property owners will be notified if there are maintenance issues with the sewer service such as sewer backups, inflow and infiltration, or if physical repairs are required. If repairs are required, the property owner will be given 6 months from the date of notification to comply, unless otherwise approved by city council.

Reasons to abate Shared Sewer Services

When property owners are required to disconnect from the shared sewer service they must reconnect to the public sewer in accordance with City code. Separation of the shared sewer service will be required if/when:

- A physical repair is required on one of the private sewer services.
- A physical repair is required on the collection sewer service.
- A public health issue arises.

*Temporary repairs to a shared sewer service will be allowed by the City. However permanent repairs are required and must be completed within 6 months of notification, as outlined in this policy.

Request for Public Sewers

Property owners may request a public sewer extension to separate shared sewer services. The City will provide the following:

- Cost analysis for public sewer installation and sewer service connection.
- Replacement cost estimate per property owner.
- Engineering, bidding, and construction contracts.
- Tentative schedule for replacement of the shared sewer service.
- 10 year loan agreement based on actual cost, subject to council approval.
- Payment schedules for property owners.

Prohibited Acts

Property owners that are connected to a shared sewer service will not disrupt, disconnect, or prevent the use of the service to other properties that are connected.

EXAMPLES

If a property owners **private sewer** portion of the shared sewer service is in need of repair, then they would be responsible for disconnecting from the shared sewer service and reconnecting to the public sewer.

If multiple property owners have sewer service above a portion of the **collection sewer service**, then they would be responsible for disconnection from the shared sewer service and reconnection to the public sewer.

See (Fig 1) for the Shared Sewer Service Diagram – back of council policy book

See (Fig 2) Shared Sewer Service Examples Diagram for a visual reference to the written examples of responsibility if the sewer is in need of a physical repair – back of council policy book

- A) Property Owner #1 would be solely responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- B) Property Owners #1 & #2 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- C) Property Owner #2 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- D) Property Owners #1, #2 & #3 would be responsible for disconnecting the shared service and reconnecting to a public sewer.
- E) Property Owner #3 would be responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.
- F) Property Owners #1, #2 & #3 would be responsible for disconnecting the shared service and reconnecting to a public sewer.
- G) Property Owner #4 would be solely responsible for repairs to the sewer service.
- H) Public Sewer would be the responsibility of the City.

Storm Watch & Warnings

During periods of potentially dangerous weather conditions, the Indianola Fire Department (IFD) will place the members on alert, or may place them into active duty as storm spotters.

Storm Watch – When conditions are favorable for more potentially dangerous weather conditions to occur. Simply stated, a watch is less dangerous. IFD personnel response is optional*. If responding, do NOT use blue warning lights. (*Duty Officer may request full response during storm watch.)

Storm Warning – When conditions are likely for dangerous weather conditions to occur. These can take the form of high winds, (up to and including tornadoes), dangerous lightning, intense rain, or snow and ice storms. Simply stated, severe weather will likely affect operations and require assistance. IFD personnel should respond to the station for assignment. Use of blue lights is authorized.

Due to the nature of storm warnings, the families of IFD personnel are allowed to respond to the station. Once there, they shall go to the basement of City Hall. The family members cannot be allowed to loiter on the apparatus floor, station bays, offices or day room.

If orders are given to place apparatus on storm watch, firefighters will respond in protective clothing.

The Duty Officer will determine the likely storm path and assign apparatus to areas of the City for maximum storm observation. Examples of apparatus placement might likely be:

West	South “Y” Street near Farm Service, Inc.
South	17 th Street at the crest of the hill
North	1200 block of Hayes Street.

Apparatus will generally stay within a 2-mile radius of the city limits unless otherwise directed by the Duty Officer.

The Duty Officer will determine when the storm sirens will be activated and any other procedures necessary to help ensure the safety of the public. The following criteria for activating the storm sirens shall be followed:

1. Storm sirens shall be activated when the National Weather Service has issued a tornado warning for the Indianola area.
2. Storm sirens shall be activated when the Duty Officer has a report from an authorized spotter of weather conditions that could be concern for the public’s safety.

Adopted by City Council on November 17, 1997; amended August 4, 2008.

Use of North Council Chambers

1. The North Council Room shall be reserved for the following:

Council meetings – 1st and 3rd Monday evening of each month.

Any special called meetings of the Council.

Board of Trustee meetings on the 2nd and 4th Mondays at 5:30 P.M.

Planning and Zoning Commission meetings on the 2nd Tuesday of each month.

Board of Adjustment meetings when called.

2. Civic organizations may use the room; however, they cannot be secretive, discriminatory, religious, or political (informational meetings sponsored by incumbents are allowed).
3. The use of the north council room may be pre-empted by the City Council at any time.
4. The City Manager and City Clerk shall be responsible for scheduling the use of the rooms and shall maintain a reservation schedule.
5. Any group wishing to use the rooms shall present a written request for reservation at least one week in advance of the time of intended use. This request shall be presented to the City Clerk.
6. The City Council has the right to change, modify or eliminate any or all policy regulations at any time.

Adopted by City Council on May 21, 1980.

Voluntary Annexations

All requests for voluntary annexation shall be referred to the Planning and Zoning Commission and Board of Trustees for their recommendation and report to the City Council.

Adopted by City Council on January 16, 1974; amended August 4, 2008.

POLICY FOR EXAMINATION OR COPYING OF RECORDS

GENERAL POLICY:

It is the policy of the City of Indianola to meet all reasonable requests for information and documents within the constraints of Iowa Code Chapter 22. This policy should be read in harmony with those provisions of Iowa Code Chapter 22 in effect at the time of the request.

The City of Indianola recognizes the right of the public to access public records maintained by the City in accordance with state law. When the City responds to requests to inspect or copy records, costs are incurred by the City. This policy is adopted to balance these competing interests, to establish an orderly and consistent procedure for responding to public records requests and to support the adoption of a fee schedule designed to reimburse the City for the actual costs incurred in responding to public records requests.

CUSTODIAN OF RECORDS:

Requests for public records should be directed to the respective lawful custodian of such records. The Police Chief is the lawful custodian of police records, the Fire Chief is the lawful custodian of fire records, the Library Director is the lawful custodian of library records, the Parks and Recreation Director is the lawful custodian of Park and Recreation records, and the City Clerk is the lawful custodian of all other city records. The contact information for such custodians is as follows:

<u>Department</u>	<u>Custodian</u>	<u>Location</u>
Fire Department	Fire Chief	110 N. 1 st Street
Police Department	Police Chief	110 N. 1 st Street
Library	Library Director	207 N. "B"
Park and Recreation	Director of P&R	2204 W. 2 nd
All other City Departments	City Clerk	110 N. 1 st Street

GENERAL PROCEDURE:

- This policy is not intended to preclude verbal responses to routine requests for information. In addition, under certain circumstances, documents may be provided without a written request. Those circumstances may include:
 - Documents made generally available to the public at public meetings;
 - Subject to approval by the City Manager, a specific Department may establish separate departmental policy to allow verbal requests for public records maintained by that department which are routinely requested by members of the public as part of the department's normal course of operations
- This policy does not apply to Indianola Municipal Utility records, police department accident reports, medical and fire reports, or fire investigation reports, which are subject to separate policies.
- **Written Request.** All parties requesting any City records are asked to complete and submit a written Request for Examination and Copying of Public Records form, attached hereto as Exhibit "A," to allow the City to promptly and accurately respond. Written requests are not limited to form Exhibit "A," but use of the form is highly encouraged to ensure sufficient clarity of public records requests. The City reserves the right to seek clarification of any public records request before responding to the request. The City reserves the right to deny any public records request

if the request is sufficiently vague or unclear that the City cannot reasonably determine what records have been requested.

- **Inspection.** Parties requesting the inspection of public records may do so at a date and time during the regular business hours of the designated lawful custodian, or, if no such regular hours are established, from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. In-person inspection may be conducted in an on-premise room as arranged by the custodian. No original public records or documents can be removed from the premises at which they are stored.
- **Timing of Response.** The custodian of the requested records will attempt to fill record requests in a timely manner within fourteen (14) working days, unless the records are subject to consideration for exemption from disclosure as confidential under Chapter 22. Reasonable delay for the purpose of determining whether a confidential record should be available for inspection and copying to the person requesting the right to do so shall not exceed twenty (20) calendar days. Such records may include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, and/or names and addresses of complaints. Any request for public records which could be exempt from disclosure under the conditional exemptions in Iowa Code Section 22.7 shall be referred to the City Attorney for review and response.
- **Electronic Media Requests.** All open record requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.
- **Estimated Costs; Prepayment Required.** The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimated of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made. If the actual costs incurred by the City to respond to a records request are less than the amount of any required prepayment, the overpayment will be refunded promptly to the person or entity making the prepayment. If the actual costs incurred by the City to respond to the request are more than the amount of prepayment, the City shall charge the requestor for all additional costs.

FEE SCHEDULE:

If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply:

- a. Fees for photocopies: \$.25 per page for black and white copies and \$1.00 per page for color copies.
 - b. A fee for records provided on a CD is \$10.00.
- If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff time involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:

- a. Hourly rate for clerical time needed to make photocopies or copying to a CD - \$25.00 (prorated to the nearest fifteen (15) minutes)
 - b. Hourly rate for professional staff time – Effective hourly rate of staff member for time needed to produce or review the documents (prorated to the nearest fifteen (15) minutes)
 - c. Routinely prepared or bound reports – Actual cost to produce
 - d. Special requests for records mapping requests, and other non-traditional methods of providing information may incur additional costs.
- The City reserves the right to adjust the above fee schedule in the event of unanticipated costs.
- Unless otherwise prohibited by law, the City may, at the City's discretion, furnish copies of requested records without charge or at a reduced fee if the City determines that the waiver or reduction of fees is in the public interest.

CITY OF INDIANOLA
REQUEST FORM TO EXAMINE OR COPY RECORDS

Description of Record Requested:

Requester and Record Identification*

Name of Requester	Address	Telephone No.
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Signature of Requester*

If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

*This information is not required but will be used to provide a response and/or in the event clarification is needed.

EVENT APPLICATION POLICY

The purpose of this policy is to maintain procedures for event organizers to hold a fun and successful event. The policy will allow others who are using the trails, parks and streets to remain safe while the event is being held. A well-planned event translates to a successful activity that benefits both public and private interests.

An official City of Indianola “Special Event Application Form” must be submitted for all events planning to use public property. The complete application will provide the following information for the proposed event:

- Event name
- Event type
- Date/time of event
- Location of event
- Event sponsor(s)
- Organization
- Contact name
- Address, telephone number, cell phone number, fax number, e-mail address and date the application is delivered to the City Clerk’s office
- Anticipated Attendance
- Event Information (date and time for setup, event start/end, dismantle)
- Description of the request and event
- Describe what streets you are planning to close
- Describe safety plan including crowd control. The Indianola Police and Fire Department will review your safety plans to determine if adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other relevant criteria.
- Describe emergency/medical plan, including your communication procedures
- Describe cleanup procedures and removal of recyclable goods and garbage during and after event.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20’ wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.

Application review process:

- If an event is held on City Streets - applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire and Police Departments.
- If event is held on combination of City Streets and City Trails – applications will be reviewed by the City Manager, Street Superintendent, Human Resources/Risk Manager, Fire Department, Police Department, Park and Recreation Department.
- If event is held exclusively within City Parks or Trails - the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- Applications for events held on City Streets or a combination of City Streets and City Trails will be approved or denied by the Indianola City Council.
- Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.

- All applications will need to complete a map showing street/lane closures, trails, parks you will be using, location of barriers/barricades, stages, platforms, parking, etc. If the event involves a moving route, indicate direction of travel
- The Sheriff's Department shall have complete and unobstructed access to the west side of the Warren County Courthouse.
- If the Square is blocked-off, west bound traffic on Ashland should be able to turn north on Howard: south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure plans include barricades one block west and east of the square on Ashland and Salem, one block north and south of the square on Howard and Buxton.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up – applicants will need to complete a map (B) showing parking of vehicles
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- You will receive communication after the request has been to council unless there are questions regarding your application.
- When the street is closed off for the event an access lane needs to be maintained at minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

Special Events Held On City Trails/Streets:

An official City of Indianola "Special Event Application Form" must be submitted for all events planning to use public property (City Streets, City Trails and/or a combination of City Streets and City Trails or Parks). The complete application will provide the following information for the proposed event:

- Event name
- Event type
- Date/time of event
- Location of event
- Event sponsor(s)
- Organization
- Contact name
- Address, telephone number, cell phone number, fax number, e-mail address and date the application is delivered to the City Clerk's office
- Anticipated Attendance
- Event Information (date and time for setup, event start/end, dismantle)
- Describe what streets and/or trails, parks you will be closing or using (map required)
- Description of the request and event
- Describe safety plan including crowd control. The Indianola Police and Fire Department will review your safety plans to determine if adequate for planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other relevant criteria.
- Describe emergency/medical plan, including your communication procedures.

- Describe cleanup procedures and removal of recyclable goods and garbage during and after event.

Application review process:

- If event is held exclusively within City Parks or Trails, the Park and Recreation Department will review the event applications to verify they are in accordance with city park policies, rules and regulations.
- If an event is held on City Streets and/or a combination of City Streets and City Trails
 - Applications will be reviewed by the City Manager, Street, Human Resources/Risk Manager, Fire Department, Police Department and Park and Recreation Department.
 - All applications will be approved or denied by the Indianola City Council.
 - Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
 - All applications will need to complete a map showing streets that will be used and indicate direction of travel
 - An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.

Revised: February 4, 1974 – Council Orientation

Revised: February 4, 1974 – Policy Folder

Revised: February 4, 1974 – Boards and Commissions

Revised: February 4, 1974 – Management-deleted

Revised: February 4, 1974 – Personnel Manuel

Revised: January 16, 1974 – Voluntary Annexations

Revised: December 20, 1976 – Claims

Revised: January 17, 1977 – City Vehicle Use – deleted 08-04-08 in Personnel Mgt Guide

Revised: February 22, 1977 – Council Agenda

Revised: August 1, 1977 – Alleys and Parking Lots Maintenance

Revised: April 16, 1979 – Employee Safety-deleted Employee Handbook

Revised: May 21, 1980 – North & South Council Chambers

Revised: April 3, 1981 – Alleys (Rocked) Maintenance Policy

Revised: April 3, 1981 – Alleys (Dirt Traveled) Maintenance Policy

Revised: April 3, 1981 – Alleys (Hard Surfaced) Policy

Revised: April 20, 1981 – Mayoral Budget

Revised: October 19, 1981 – Alleys & Streets (Sale)

Revised: April 18, 1983 – Clean up

Revised: April 2, 1984 - Rezoning

Revised: August 5, 1985 – Addresses on Street Curbs

Revised: November 17, 1986 – Infiltration & Inflow Policy

Revised: February 17, 1987 - Use of Vacant Lot, Jefferson Way & E. Ashland-deleted

Revised: April 20, 1987 - Investment Policy

Revised: May 18, 1987 - Alley Policy

Revised: July 6, 1987 - Indianola Drug Abuse & Alcohol Commission

Revised: August 3, 1987 - Boards and Commissions Membership

Revised: August 1, 1988 - Boards and Commissions Membership

Revised: September 19, 1988 – Local Purchase Policy

Revised: September 19, 1988 - Indianola City Council Policy

Revised: October 17, 1988 - FAUS Streets-deleted no longer effective

Revised: December 18, 1989 - Drug-Free Workplace Policy – deleted 8/4/08 in Personnel Mgt Guide

Revised: September 17, 1992 – Investment Policy

Revised: January 4, 1993 – City Policy on Lobbying

Revised: May 17, 1993 - Asphalt Overlays

Revised: October 18, 1993 - FAUS Street-deleted no longer effective

Revised: March 7, 1994 – Commercial Dumping Fees – deleted 8/4/08

Revised: August 1, 1994 - Animal Control Policy

Revised: January 16, 1995 – Government Access Channel

Revised: March 6, 1995 - Concrete Street Replacement

Revised: April 17, 1995 - Sidewalk Installation

Revised: September 5, 1995 – Infiltration & Inflow Policy

Revised: October 16, 1995 – Bond Registration Fees – deleted 8/4/08

Revised: November 6, 1995 – Sexual Harassment Policy – deleted 8/4/08 in Personnel Mgt Guide

Revised: January 1, 1996 – Smoking in City Vehicles-deleted Employee Handbook

Revised: February 18, 1997 – Investment Policy

Revised: March 3, 1997 - Employee Recognition Policy

Revised: May, 1997 – Hard Surfacing Alleys-deleted no longer effective

Revised: September 2, 1997 – Vehicle Policy Statement-deleted Employee Handbook

Revised: October 6, 1997 – Cellular Telephone Policy-deleted 8/4/08 in Personnel Mgt Guide

Revised: October 6, 1997 – Internet Policy-deleted 8/4/08 in Personnel Mgt Guide

Revised: November 17, 1997 – Storm Watch and Warnings

Revised: April 20, 1998 – Investment Policy

Revised: June 8, 1998 – Purchases

Revised: June 15, 1998 – Infiltration & Inflow Policy

Revised: September 21, 1998 – Permit Fees

Revised: January 4, 1999 – Employee Drug & Alcohol Testing Policy-deleted Employee Handbook

Revised: April 26, 1999 – Investment Policy

Revised: October 18, 1999 – Vehicle & Travel Allowance-deleted Employee Handbook

Revised: October 18, 1999 – City Vehicle/Equipment Responsibility-deleted Employee Handbook

Revised: July 18, 2000 – Dangerous & Dilapidated Program

Revised: January 15, 2001 – TEA & Non-TEA 21 Streets

Revised: April 16, 2001 – Calcium Chloride (dust control)

Revised: May 7, 2001 – Investment Policy

Revised: July 2, 2001 – Purchasing Card Policy

Revised: August 6, 2001 – Revolving Loan Fund Program Policy

Revised: December 17, 2001- Mileage Rate Reimbursement

Revised: May 6, 2002 – Investment Policy

Revised: October 7, 2002 – Web Site Privacy Statement & Disclaimer

Revised: October 7, 2002 – Payment of Services by Credit Card Policy

Revised: February 18, 2003 – Policy for banners in the public right-of-way

Revised: March 17, 2003 – City Wide Clean-up

Revised: May 19, 2003 – Investment Policy

Revised: June 2, 2003 – Amended policy for banners in the public right-of-way

Annual approval – July 7, 2003

Revised: November 17, 2003 – Policy Establishing Capitalization Thresholds for Financial Reporting

Revised: March 15, 2004 – Investment Policy

Revised: June 21, 2004 – Sidewalk Agreements for square businesses

Annual approval – July 6, 2004

Revised: March 21, 2005 – Investment Policy

Revised: April 18, 2005 – Annual Audit Policy

Revised: April 18, 2005 – Accounting System Policy

Revised: April 18, 2005 – Cash Management Policy

Annual approval – July 5, 2005

Revised: February 6, 2006 – Investment Policy

Revised: March 20, 2006 – Animal Control Policy

Annual approval – July 17, 2006

Revised: August 21, 2006 – Excessive Sewer Policy

Revised: September 5, 2006 – Roadside Trail Policy

Revised: September 5, 2006 – I&I Policy

Revised: January 16, 2007 – TIF Policy

Revised: February 5, 2007 – Investment Policy

Annual approval – July 2, 2007

Revised: July 16, 2007 – I&I Policy

Revised: August 6, 2007 – Sewer Policy Statement

Revised: February 4, 2008 – Investment Policy

Revised: May 19, 2008 – Purchase Card Policy

Revised: June 2, 2008 – I&I Policy

Revised: June 16, 2008 – Car Allowance

Revised: August 4, 2008 – Workplace Harassment & violence Prevention

Revised: August 4, 2008 – Cash Management Policy

Revised: August 4, 2008 – Investment Policy

Revised: August 4, 2008 – Return Check Charge

Revised: August 4, 2008 – Policy for banners in the public right-of-way

Revised: August 4, 2008 – TIF Policy

Revised: August 4, 2008 – Alley Policy

Revised: August 4, 2008 – Animal Policy

Revised: August 4, 2008 – Council Policy on Lobbying

Revised: August 4, 2008 – City Wide Clean up

Revised: August 4, 2008 – Claims

Revised: August 4, 2008 – Voluntary Annexations

Revised: August 4, 2008 – Dangerous & Dilapidated Program

Revised: August 4, 2008 – Storm Watch and Warnings

Revised: August 4, 2008 – Revolving Loan Fund Program

Annual approval – August 4, 2008

Annual approval – August 3, 2009

Revised: January 19, 2010 - Shared Sanitary Sewer Services Policy

Revised: February 1, 2010 - I&I Policy

Annual approval – September 7, 2010

Revised: July 5, 2011 – Robert’s Rules of Order and Procedural Rules

Annual approval – September 6, 2011

Revised: March 5, 2012 – Non-TEA-21 Street

Annual approval – August 20, 2012

Revised: April 15, 2013 – I&I Policy

Annual approval – August 19, 2013

Annual approval – August 4, 2014

Revised: September 15, 2014 – Policy for examination or copying of records

Revised: December 15, 2014 – Admin Policy & Procedures – Financial Policy-Purchasing

Annual approval – August 3, 2015

Revised: November 16, 2015 – Wells Fargo Purchase Card Procedure Policy

Revised: March 7, 2016 – Continuing Disclosure Policy

Revised: June 20, 2016 – Policy for payments and refunds of credit card

Revised: July 5, 2016 – Financial Policy

Revised: August 1, 2016 – Event Application Policy

Meeting Date: 08/15/2016

Information
Subject

Authorize past due sewer, recycling and storm water fees to be sent to the State Off-Set Program for collection

* Sewer \$5,270.54 (.71%), recycling \$583.05 (1.04%), storm water fee \$167.41

Information

This is quarterly procedure where the city sends past due debt to the State Income Offset Program that receives \$7 for each account collected. These past due amounts will remain on customer's utility account at the City Clerk's Office.

We are sending past due balances of \$5,270.54 (.71%) sewer, \$583.05 (1.04%) recycling and \$167.41 for storm water to the State Income Offset Program for collection. These numbers indicate our Clerk's Office staff does an outstanding job collecting bills. Hats off to all!

A comparison of past quarters are shown below:

<u>Date</u>	<u>Sewer</u>	<u>Recycling</u>	<u>Storm Water</u>
January 2016 - March 2016	\$4,886.69 (.71%)	\$649.23 (1.16%)	\$137.44
October 2015 - December 2015	\$5,313.43 (.71%)	\$663.76 (1.17%)	\$143.91
July 2015 - September 2015	\$5,294.54 (.71%)	\$643.19 (1.17%)	\$127.22
April 2015 - June 2015	\$6,145.16 (.87%)	\$726.13 (1.33%)	\$179.26
January 2015-March 2015	\$4,823.37 (.71%)	509.39 (.92%)	\$84.33
October 2014 - December 2014	\$6,461.50 (.84%)	\$1,054.09 (1.94%)	307.76
July 2014 - September 2014	\$4,809.48 (.62%)	\$611.40 (1.13%)	\$86.41
April 2014 - June 2014	\$10,634.12 (1.57%)	\$1,163.98 (2.15%)	\$239.65
January 2014 - March 2014	\$5,826.12 (.80%)	\$485.53 (.90%)	\$191.89
October 2013-December 2013	\$3,770.58 (.46%)	\$731.48 (1.36%)	\$111.22
July 2013 - September 2013	\$5,345.90 (.72%)	\$792.73 (1.48%)	\$150.25
April 2013 - June 2013	\$6,081.27 (.98%)	\$826.84 (1.83%)	\$217.18
January 2013-March 2013	\$5,984.81 (.91%)	\$974.48 (2.16%)	\$106.96

Fiscal Impact
Attachments

No file(s) attached.

Meeting Date: 08/15/2016

Information

Subject

Authorize ambulances balances of \$42,676.51 to be sent to the State Off-Set Program for collection

Information

You have Greg Chia's memo recommending the city send \$42,676.51 in past due ambulance bills to the State Offset Program for collections. The city reports the name and social security number of the delinquent customer to the state and if that customer is due state money (income tax refund), it is directed to the city to pay the debt.

Fiscal Impact

Attachments

Ambulance Write Off Info

Memo

TO: Mayor Kelly Shaw and City Council Members
CC: City Manager Ryan Waller
FROM: Fire Chief Gregory M. Chia
DATE: July 27, 2016
RE: EMS Fee /Ambulance Service write offs

This memorandum is to provide an update on those EMS fees that are classified as uncollectable.

Charges for Services	\$576,597.08
Write-off amount	\$42,676.51

For the period of January 1, 2016 to June 30, 2016, the city provided emergency medical service charges totaling \$576,597.08. Of this amount \$32,014.55 will be submitted to the Iowa Income Offset Program. Those accounts are transferred to DAS and maybe captured later. The DAS program is successful in capturing delinquent funds throughout the year.

The following accounts are recommended to be written off as bad debt;

- \$10,661.96 for various accounts due to bankruptcy, death, and insurance contracts.
- \$204,942.71 attributed to government programs, Medicare, Medicaid and Medicare/HMO.

Such programs have a rate set by the federal government. The city's return from these programs is very low and unfortunately the rates affect the department's revenue total.

Attached is a document containing write-off information.

Indianola Fire Dept

Ambulance Billing

Revenue Summary

Payments this period by Payer (Cont'd)

Payer Name/Group	Amount
Tricare West	\$533.49
UMR ES	\$1,291.88
UNITED AMERICAN INSURA	\$105.83
United Health Care Insurance Co	\$12,967.94
United Healthcare Atlanta ES	\$318.35
United Healthcare Community PI	\$1,454.46
United Healthcare JD 95378 ES 3	\$722.24
United Healthcare JD 95378 NY	\$1,504.84
United Healthcare Salt Lake ES	\$629.68
UNITEDHEALTH GROUP	\$211.36
UNITEDHEALTHCARE (SUPP	\$0.00
Veterans-to VA OAS-D7	\$5,355.00
Warren County Jail	\$6,498.80
WELLMARK BCBS OF IA ME	\$106.84
	\$316,084.63

The payments shown above include all corresponding payment adjustments even if those adjustments were posted outside of the specified period (such adjustments tend to be insignificant). The values are intended to give management and overall view of where the bulk of payments are coming from, as well as enabling payer comparisons. Thus, the sum of the payments shown will not necessarily equal the "Payments/payment adjustments" figure shown preceeding this report section.

Write-offs this period by Write-off Reason

Write-off Reason	Amount
Blue Cross Amendment	\$40.00
Das for collections	\$28,126.38
DAS-TAXOFFSET	\$17.93
Deceased	\$3,563.80
Mail Skip	\$3,888.17
Medicaid	\$74,228.33
Medicare	\$93,426.68
Medicare/HMO	\$37,287.70
Too small Amount for Collection	\$76.00
United Healthcare Agreement	\$6,964.23

Indianola Fire Dept

Ambulance Billing

Revenue Summary

Write-offs this period by Write-off Reason (Cont'd)

Write-off Reason	Amount
	\$247,619.22

The write-offs shown above include all corresponding write-off adjustments even if those adjustments were posted outside of the specified period (such adjustments tend to be insignificant). The values are intended to give management and overall view of where the bulk of write-offs are categorized, as well as enabling write-off reason comparisons. Thus, the sum of the write-offs shown will not necessarily equal the "Write-offs/write-off adjustments" figure shown preceeding this report section.

Receivables as of 06/30/2016 \$199,132.00

Meeting Date: 08/15/2016

Information

Subject

Claims on the computer printout for August 15, 2016 and the July 2016 receipts

Information

Fiscal Impact

Attachments

Claims

Vendor Report

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
911 ETC INC	001-1700-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	2.52
911 ETC INC	001-6200-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	10.93
AIR-CON MECHANICAL CORP.	001-6500-63410	QTR AGREEMENT	07/28/2016	1,228.06
BANKERS TRUST COMPANY	001-6500-64500	FEE CALCULATION - 2ND QTR 2016	07/08/2016	2,780.69
BOB'S CUSTOM TROPHIES	001-6200-65070	PLAQUES	08/07/2016	83.00
BRICK GENTRY P.C.	001-6500-64110	20303.001 LEGAL SERVICES	07/25/2016	2,580.46
BRICK GENTRY P.C.	001-6500-64110	20303.002	07/25/2016	75.00
BRICK GENTRY P.C.	001-6500-64110	20303.004 LEGAL SERVICES	07/25/2016	420.00
CAPITAL EXPRESS	001-6200-65080	POSTAGE	07/30/2016	41.15
CITY OF INDIANOLA - UTILITY	001-2300-63710	UTILITIES	07/31/2016	12,920.83
CITY OF INDIANOLA - UTILITY	001-6500-63710	UTILITIES	07/31/2016	5,433.93
CIVICPLUS	001-6500-64990	WEBSITE SETUP FEES	08/01/2016	4,666.20
ELLIS LAW OFFICES P.C.	001-6500-64110	GENERAL MATTERS	07/31/2016	82.50
ELLIS LAW OFFICES P.C.	001-6500-64110	D. SIEGERT	07/31/2016	75.00
ELLIS LAW OFFICES P.C.	001-6500-64110	C. SHUFF	07/31/2016	67.50
ELLIS LAW OFFICES P.C.	001-6500-64110	S. LYONS	07/31/2016	315.00
ELLIS LAW OFFICES P.C.	001-6500-64110	C. LISK	07/31/2016	210.00
ELLIS LAW OFFICES P.C.	001-6500-64110	MUN. INFRACTION NORTH KENWOOD	07/31/2016	120.00
ELLIS LAW OFFICES P.C.	001-6500-64110	MUN INFRACTION COUNTRY CLUB RD	07/31/2016	30.00
ELLIS LAW OFFICES P.C.	001-6500-64110	MUN INFRACTION SOUTH 'G'	07/31/2016	52.50
ELLIS LAW OFFICES P.C.	001-6500-64110	D. JACOBS	07/31/2016	360.00
ELLIS LAW OFFICES P.C.	001-6500-64110	C. MURRAY	07/31/2016	240.00
ELLIS LAW OFFICES P.C.	001-6500-64110	N DEAN	07/31/2016	210.00
INFOMAX OFFICE SYSTEMS IN	001-1700-64990	PRINTER/COPIER LEASE CHARGES	07/25/2016	222.70
IOWA ASSOC OF MUN UTILITIE	001-1700-62300	IAMU SAFETY	06/30/2016	35.21
IOWA ASSOC OF MUN UTILITIE	001-6200-62300	IAMU SAFETY	06/30/2016	79.22
IOWA ASSOC OF MUN UTILITIE	001-6200-62300	IAMU SAFETY	07/31/2016	96.63
IOWA ASSOC OF MUN UTILITIE	001-1700-62300	IAMU SAFETY	07/31/2016	42.95
IOWA CODIFICATION INC	001-6500-64990	CODE SUPP 1553 & 1555	08/08/2016	585.00
IOWA WATER MANAGEMENT C	001-6500-63100	WATER MGMT - MUN BLDG	08/01/2016	150.00
JIM'S JOHNS	001-2900-64990	KYBO'S - DUMP	07/16/2016	40.00
KEEP INDIANOLA BEAUTIFUL C	001-5100-64132	FUNDING - FY 2017 BUDGET	08/08/2016	6,000.00
KOSMAN CLEANING CREW LLC	001-6500-64090	1ST HALF OF AUGUST	08/08/2016	2,167.00
MARCHANT, GREG	001-5200-65990	ECONOMIC DEV CONTRACT	08/01/2016	750.00
MILLER, TANNER	001-5200-65070	HOME BASE IA INCENTIVE PROGRAM	07/26/2016	1,500.00
NOLASOFT DEVELOPMENT	001-6210-64990	E-MAIL HOSTING	08/01/2016	165.15
NOLASOFT DEVELOPMENT	001-1700-64990	E-MAIL HOSTING	08/01/2016	42.90
NOLASOFT DEVELOPMENT	001-6200-64990	E-MAIL HOSTING	08/01/2016	182.32
NOLASOFT DEVELOPMENT	001-6150-64990	E-MAIL HOSTING	08/01/2016	10.73
NOLASOFT DEVELOPMENT	001-6500-64990	E-MAIL HOSTING	08/01/2016	64.35
PAPER 101	001-6200-65070	PAPER	07/28/2016	430.08
PELLA PRINTING	001-6100-65070	BUSINESS CARDS	07/13/2016	65.00
PTM DOCUMENT SYSTEMS	001-6200-65070	W2'S & ENVELOPES	07/29/2016	140.28
PURCHASE POWER	001-6500-65080	POSTAGE	08/08/2016	3,000.00
RAY'S WINDOW CLEANING	001-6500-63100	WINDOW CLEANING	08/08/2016	168.00
RECORD-HERALD & INDIANOL	001-6500-64020	ORD 1553	07/31/2016	136.02
RECORD-HERALD & INDIANOL	001-6500-64020	PH STOP & NO PARKING	07/31/2016	34.97
RECORD-HERALD & INDIANOL	001-6500-64020	CC MIN-07	07/31/2016	157.90
RECORD-HERALD & INDIANOL	001-6500-64020	CC MIN-06	07/31/2016	79.63
RECORD-HERALD & INDIANOL	001-1700-64020	BD ADJ	07/31/2016	26.81
RECORD-HERALD & INDIANOL	001-6500-64020	SALARIES	07/31/2016	162.62
RECORD-HERALD & INDIANOL	001-6500-64020	CC MIN-07	07/31/2016	256.82
RECORD-HERALD AD CONTRA	001-6200-64020	EMPLOYMENT AD ACCOUNT	06/12/2016	300.00
ROBINSON, MINDI	001-1700-61440	WELLNESS JULY 2016	07/29/2016	15.00
TELRITE CORPORATION	001-6150-63730	LONG DISTANCE SERVICE	07/22/2016	2.60
TELRITE CORPORATION	001-1700-63730	LONG DISTANCE SERVICE	07/22/2016	17.56
TELRITE CORPORATION	001-6210-63730	LONG DISTANCE SERVICE	07/22/2016	17.18

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
TELRITE CORPORATION	001-6200-63730	LONG DISTANCE SERVICE	07/22/2016	21.60
UNUM LIFE INSURANCE CO OF	001-6150-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	40.95
UNUM LIFE INSURANCE CO OF	001-1700-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	72.03
UNUM LIFE INSURANCE CO OF	001-0000-21206	LIFE, AD&D AND LTD INSURANCE	07/28/2016	1,168.84
UNUM LIFE INSURANCE CO OF	001-6210-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	42.10
UNUM LIFE INSURANCE CO OF	001-6200-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	223.60
VERIZON WIRELESS	001-6200-63730	WIRELESS FOR SPARE LAPTOP	07/26/2016	20.01
WARREN COUNTY ENGINEER	001-1700-65050	FUEL DISTRIBUTION	08/04/2016	44.16
WARREN COUNTY RECORDER	001-6500-64050	REC FEES	07/13/2016	12.00
WELLS FARGO CCER	001-6150-62300	ICMA ONLINE PURCHASES ICMA Conference.	07/01/2016	655.00
WELLS FARGO CCER	001-1700-63730	USCC IVR Cell phone charges	07/25/2016	54.36
WELLS FARGO CCER	001-6500-65990	TLF ADEL FLOWERS AND GIFT Flower arrangement Dave Button	07/11/2016	58.50
WELLS FARGO CCER	001-6210-64990	USPS 18436506231205586 Postage to return phone	07/26/2016	15.35
WELLS FARGO CCER	001-6210-67240	PROVANTAGE LLC Wireless Access Point	07/14/2016	260.35
WELLS FARGO CCER	001-6250-65990	ICMA ONLINE PURCHASES Ad for Asst CM/HR	07/07/2016	74.25
WELLS FARGO CCER	001-6210-67250	GIH GLOBALINDUSTRIALEQ Bins for Server Room	07/04/2016	74.38
WELLS FARGO CCER	001-6200-64990	INDEED Ad for Accountant Position	07/04/2016	75.19
WELLS FARGO CCER	001-6210-67240	DMI DELL ARB BUS New Monitor for FD Billing Office	07/25/2016	98.21
WELLS FARGO CCER	001-6200-65070	INDOFF INCORPORATED Supplies	07/27/2016	198.49
WELLS FARGO CCER	001-6210-65070	MCCOY TRUE VALUE Hardware to hang bin storage	07/12/2016	9.75
WELLS FARGO CCER	001-6210-64990	MOOD PANDORA Monthly Phone Hold Music	07/14/2016	26.95
WELLS FARGO CCER	001-1700-64070	GARDEN AND ASSOCIATES LTD Stormwater Review Caseys 300	07/25/2016	569.00
Total GENERAL FUND:				52,964.97

POLICE FUND

911 ETC INC	011-1100-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	15.13
BLONDOWSKI, SLAWOMIR	011-1100-61440	WELLNESS JULY - AUG 2016	08/06/2016	50.00
BOB'S CUSTOM TROPHIES	011-1100-65050	SUPPLIES	07/27/2016	21.00
BUHROW, LUKE	011-1100-61440	WELLNESS JULY - AUG 2016	08/03/2016	50.00
BUTTON, DAVID	011-1100-61440	WELLNESS - JULY/AUGUST 2016	08/08/2016	30.00
DEE, CLINT	011-1100-61440	WELLNESS JULY 2016	07/27/2016	25.00
ED STIVERS FORD LINCOLN IN	011-1100-67100	2017 FORD UTILITY	08/09/2016	25,724.00
HAWKINS, ROB	011-1100-61440	WELLNESS JULY 2016	08/03/2016	25.00
IOWA ASSOC OF MUN UTILITIE	011-1100-62300	IAMU SAFETY	06/30/2016	193.62
IOWA ASSOC OF MUN UTILITIE	011-1100-62300	IAMU SAFETY	07/31/2016	236.21
NOLASOFT DEVELOPMENT	011-1100-64990	E-MAIL HOSTING	08/01/2016	278.85
PAPER 101	011-1100-65070	PAPER	07/28/2016	107.52
REMYNTO	011-1100-62300	TRAINING - LARGESSE	06/22/2016	450.00
SIEMENS, JASON	011-1100-61440	WELLNESS JULY 2016	07/20/2016	15.00
TELRITE CORPORATION	011-1100-63730	LONG DISTANCE SERVICE	07/22/2016	20.24
TREAT AMERICA	011-1100-62300	MEALS/ILEA - DORRAH/WILLIAMS/JONES	08/01/2016	4,405.41
UNUM LIFE INSURANCE CO OF	011-1100-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	363.44
WARREN COUNTY ENGINEER	011-1100-65050	FUEL DISTRIBUTION	08/04/2016	1,738.66
WELLS FARGO CCER	011-1100-67240	B&H PHOTO, 800-606-6969 Clerical Monitor	07/18/2016	79.99
WELLS FARGO CCER	011-1100-64135	BOB EVANS REST #0247 Meal for Indiana Trip	07/21/2016	24.08
WELLS FARGO CCER	011-1100-65050	KUM & GO #121 gas for gray avenger	07/27/2016	33.03
WELLS FARGO CCER	011-1100-63320	SAFELITE AUTOGLASS Repairs	07/28/2016	371.14
WELLS FARGO CCER	011-1100-62300	WM SUPERCENTER #1491 Batteries and Items for Jr. Police Acad	07/04/2016	64.55
WELLS FARGO CCER	011-1100-67245	AMAZON MKTPPLACE PMTS Voice Recorders-4	07/21/2016	159.96
WELLS FARGO CCER	011-1100-64135	DENNYS #8608 meal for Indiana trip	07/22/2016	19.08
WELLS FARGO CCER	011-1100-65060	B&H PHOTO, 800-606-6969 2 Battery Backups	07/26/2016	114.68
WELLS FARGO CCER	011-1100-65050	SAPP BROS TRAVEL CENTE	07/21/2016	29.09
WELLS FARGO CCER	011-1100-65050	BP#8145393FAST AVE 1 STO	07/21/2016	29.43
WELLS FARGO CCER	011-1100-65080	UPS 1ZFN508T0290021019 UPS shipment of 10-33 Program weap	07/11/2016	211.33
WELLS FARGO CCER	011-1100-64135	HARDEES 1503668 Meal for Indiana trip	07/20/2016	9.18
WELLS FARGO CCER	011-1100-64135	AMERISTAR HOTEL Hotel for Indiana trip	07/21/2016	84.15
WELLS FARGO CCER	011-1100-65060	WM SUPERCENTER #1491 Office Supplies	07/29/2016	42.68

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	011-1100-65060	SIRCHIE FINGER PRINT LABO Evidence Supplies	07/01/2016	245.65
WELLS FARGO CCER	011-1100-65060	DSG Firearms cleaning supplies	07/18/2016	285.95
WELLS FARGO CCER	011-1100-65070	BROWNELLS INC Firearms Instructor ear protection	07/18/2016	310.97
WELLS FARGO CCER	011-1100-64135	PILOT Gas for Indiana Trip	07/21/2016	18.64
WELLS FARGO CCER	011-1100-63320	SAFELITE AUTOGLASS Repairs	07/28/2016	274.84
WELLS FARGO CCER	011-1100-65080	UPS 1ZFN508T0294456025 UPS Shipment of 10-33 Program Wea	07/11/2016	211.33
WELLS FARGO CCER	011-1100-67240	B&H PHOTO, 800-606-6969 Clerical Monitor	07/18/2016	79.99
WELLS FARGO CCER	011-1100-64135	HARDEES 1503668 Meal for Indiana trip	07/20/2016	9.50
WELLS FARGO CCER	011-1100-64135	HERITAGE BUFFET Meal for Indiana Trip	07/21/2016	38.50
Total POLICE FUND:				36,496.82

FIRE FUND

911 ETC INC	015-1500-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	9.24
ALADTEC INC	015-1500-67240	FIRE MANAGER ALADTEC	08/03/2016	897.50
CHUMBLEY & JONES OIL	015-1500-65050	NON-ALCOHOL FUEL	08/01/2016	20.01
CITY OF INDIANOLA - UTILITY	015-1500-63710	UTILITIES	07/31/2016	32.43
CITY OF INDIANOLA - UTILITY	015-1500-63710	UTILITIES	07/31/2016	200.00
CITY OF INDIANOLA - UTILITY	015-1500-63710	UTILITIES - PD/FIRE BLDG	07/31/2016	121.66
CROSS DILLON TIRE	015-1500-65051	#333 TIRES (USED)	07/26/2016	550.80
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	PRINTING CONTRACT	07/27/2016	82.60
NOLASOFT DEVELOPMENT	015-1500-64990	E-MAIL HOSTING	08/01/2016	514.80
PAPER 101	015-1500-65070	PAPER	07/28/2016	107.52
PUBLIC AGENCY TRAINING CO	015-1500-62300	NFPA (R) 1033	08/02/2016	295.00
PUBLIC AGENCY TRAINING CO	015-1500-62300	NFPA (R) 1033	08/02/2016	295.00
TELRITE CORPORATION	015-1500-63730	LONG DISTANCE SERVICE	07/22/2016	21.84
UNUM LIFE INSURANCE CO OF	015-1500-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	38.65
VERIZON WIRELESS	015-1500-63730	330 LAPTOP/330 CELL	07/26/2016	50.66
WARREN COUNTY ENGINEER	015-1500-65050	FUEL DISTRIBUTION	08/04/2016	833.26
WELLS FARGO CCER	015-1500-63100	MCCOY TRUE VALUE Drano for day room sink	07/07/2016	4.47
WELLS FARGO CCER	015-1500-62300	PILOT Fuel trip to Decorah	07/20/2016	88.05
WELLS FARGO CCER	015-1500-65060	WM SUPERCENTER #1491 Two flash drives per 301	07/18/2016	15.94
WELLS FARGO CCER	015-1500-62300	KUM & GO #124 Fuel trip to Decorah with 334	07/21/2016	103.46
WELLS FARGO CCER	015-1500-63100	WAL-MART #1491 Supplies For Fair Trailer- Swfr sweeper-11.97,Zi	07/25/2016	36.33
WELLS FARGO CCER	015-1500-65051	BASCOM TRUCK AND AUTOMOTI Front end alignment Engine 33	07/08/2016	439.23
WELLS FARGO CCER	015-1500-65070	MCCOY TRUE VALUE Air compressor-fire ext. training simulator	07/18/2016	170.99
WELLS FARGO CCER	015-1500-63100	SQ CR SERVICES x2 Swinger Loop Mop Heads-16.31each, x1 10	07/27/2016	156.06
WELLS FARGO CCER	015-1500-65076	MCCOY TRUE VALUE Trash Can Replacement North Bay	07/11/2016	17.99
WELLS FARGO CCER	015-1500-67240	DMI DELL ARB BUS New Monitor for FD Billing Office	07/25/2016	98.21
WELLS FARGO CCER	015-1500-65051	CROSS DILLON TIRE 334 front tires	07/18/2016	1,281.85
WELLS FARGO CCER	015-1500-63100	WM SUPERCENTER #1491 X2 Alum Foil-3.48,ZiplockBag-5.38,Toi	07/21/2016	65.74
WELLS FARGO CCER	015-1500-65070	SP STUDIO FUSCO Lamination for maps fair and balloon	07/29/2016	16.50
WREEVES AND ASSOCIATES I	015-1500-65051	EMERGENCY LIGHT	07/26/2016	116.40
Total FIRE FUND:				6,682.19

AMBULANCE FUND

AIRGAS USA LLC	016-1600-65070	OXYGEN	07/25/2016	64.62
AIRGAS USA LLC	016-1600-65070	OXYGEN	07/31/2016	62.98
BRICK GENTRY P.C.	016-1600-64110	MEDIC 245 (FORD)	07/25/2016	1,290.00
DOWNEY TIRE SERVICE	016-1600-65050	TIRE ROTATION	07/06/2016	58.89
FRASER TRANSPORTATION LL	016-1600-64990	STANDBY	07/22/2016	137.50
IOWA ASSOC OF MUN UTILITIE	016-1600-62300	IAMU SAFETY	06/30/2016	79.22
IOWA ASSOC OF MUN UTILITIE	016-1600-62300	IAMU SAFETY	07/31/2016	96.63
TELRITE CORPORATION	016-1600-63730	LONG DISTANCE SERVICE	07/22/2016	1.08
TRIZETTO PROVIDER Solutio	016-1600-67240	ELECTRONIC CLAIMS FILED	08/01/2016	57.34
UNUM LIFE INSURANCE CO OF	016-1600-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	170.23
VERIZON WIRELESS	016-1600-63730	CELL PHONE FOR MONITORS	07/22/2016	21.08

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
VERIZON WIRELESS	016-1600-63730	EMS CELL PHONES	07/26/2016	313.40
WARREN COUNTY ENGINEER	016-1600-65050	FUEL DISTRIBUTION	08/04/2016	454.29
WELLS FARGO CCER	016-1600-62100	IEMSA Membership dues	07/11/2016	30.00
WELLS FARGO CCER	016-1600-65060	INDOFF INCORPORATED Office Supplies	07/13/2016	174.77
WELLS FARGO CCER	016-1600-65070	WAL-MART #1491 x1 Advil-3.98 and x1 Box of bandaids-4.97. FAI	07/27/2016	8.95
WELLS FARGO CCER	016-1600-65070	SOUTHEASTERN EMERGENCY EQ EMS Supplies as Detailed in	07/06/2016	844.41
WELLS FARGO CCER	016-1600-65051	OREILLY AUTO 00003376 Def for Ambulances. Wipers for units 24	07/08/2016	171.02
WELLS FARGO CCER	016-1600-65070	HY VEE 1271 Red Solo cups for Warren County Fair	07/26/2016	15.00
WELLS FARGO CCER	016-1600-65070	SOUTHEASTERN EMERGENCY EQ EMS Supplies as Detailed in	07/07/2016	992.01
WELLS FARGO CCER	016-1600-65051	DOWNEY TIRES #247 Tire Rotation	07/07/2016	94.95
WELLS FARGO CCER	016-1600-65070	SOUTHEASTERN EMERGENCY EQ EMS Supplies as Detailed in	07/26/2016	640.30
Total AMBULANCE FUND:				5,778.67

LIBRARY FUND

911 ETC INC	041-4100-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	9.24
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	06/22/2016	230.22
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	06/23/2016	604.46
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/05/2016	235.05
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/05/2016	62.68
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/08/2016	53.82
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/12/2016	44.22
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/14/2016	616.27
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/21/2016	148.15
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/27/2016	147.56
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	06/29/2016	92.27
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/13/2016	38.68
BAKER AND TAYLOR	041-4100-65020	429 BOOKS	07/27/2016	35.68
BRICK GENTRY P.C.	041-4100-65990	20303.010 LEGAL SERVICES	07/25/2016	30.00
CENGAGE LEARNING	041-4100-65020	8 LARGE PRINT BOOKS	06/28/2016	30.39
CENGAGE LEARNING	041-4100-65020	8 LARGE PRINT BOOKS	07/08/2016	51.98
CENGAGE LEARNING	041-4100-65020	8 LARGE PRINT BOOKS	07/20/2016	75.17
CENTER POINT LARGE PRINT	041-4100-65020	8 LARGE PRINT BOOKS	06/01/2016	95.43
CENTER POINT LARGE PRINT	041-4100-65020	8 LARGE PRINT BOOKS	07/01/2016	23.37
CITY OF INDIANOLA - UTILITY	041-4100-63710	UTILITIES FOR LIBRARY	07/31/2016	1,837.11
DUST PROS JANITORIAL	041-4100-64090	MONTHLY CELANING	08/02/2016	1,170.00
IOWA ASSOC OF MUN UTILITIE	041-4100-62300	IAMU SAFETY	06/30/2016	70.41
IOWA ASSOC OF MUN UTILITIE	041-4100-62300	IAMU SAFETY	07/31/2016	85.89
IOWA DIV OF LABOR SERVICE	041-4100-63100	BOILER INSPECTION	07/15/2016	40.00
IOWA WATER MANAGEMENT C	041-4100-63100	WATER MGMT - LIBRARY	08/01/2016	40.00
MID AMERICAN ENERGY CO.	041-4100-63710	NATURAL GAS	07/21/2016	13.15
MIXDORF, DAVID	041-4100-66990	INTERVIEW EXPENSES	08/01/2016	233.28
NOLASOFT DEVELOPMENT	041-4100-64990	E-MAIL HOSTING	08/01/2016	165.15
PAPER 101	041-4100-65070	PAPER	07/28/2016	107.52
RECORDED BOOKS INC	041-4100-65021	6 BOOKS ON CD	07/18/2016	29.69
RECORDED BOOKS INC	041-4100-65021	6 BOOKS ON CD	07/22/2016	31.50
RECORDED BOOKS INC	041-4100-65021	6 BOOKS ON CD	07/25/2016	35.99
SPRINGER PEST SOLUTIONS D	041-4100-64990	QUARTERLY SERVICE	08/09/2016	79.00
STATE LIBRARY OF IOWA	041-4100-65020	BRIDGES SUBSCRIPTION AND CONTENT FEE	07/20/2016	764.10
STATE LIBRARY OF IOWA	041-4100-65020	BRIDGES SUBSCRIPTION AND CONTENT FEE	07/20/2016	1,208.00
T.R.M. DISPOSAL LLC	041-4100-64090	TRASH REMOVAL ACCT #506	07/24/2016	89.00
TELRITE CORPORATION	041-4100-63730	LONG DISTANCE SERVICE	07/22/2016	10.28
UNIQUE MANAGEMENT SERVI	041-4100-64990	COLLECTION AGENCY FEES	08/01/2016	50.00
UNUM LIFE INSURANCE CO OF	041-4100-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	81.85
WELLS FARGO CCER	041-4100-65070	HY VEE 1271 Refreshments for Library director meet and greet	07/15/2016	20.23
WELLS FARGO CCER	041-4100-65070	INDOFF INCORPORATED Cardstock	07/18/2016	14.67
WELLS FARGO CCER	041-4100-65990	JIMMY JOHNS # 1091 - Meals Library Director Interviews	07/18/2016	44.75
WELLS FARGO CCER	041-4100-67240	BATTDEPOT Two laptop batteries	07/13/2016	53.90

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	041-4100-65070	INDOFF INCORPORATED Desk shelf for tech desk	07/06/2016	13.94
WOOD ROOFING COMPANY	041-4100-63100	LEAK REPAIRS	08/03/2016	545.00
WT. COX SUBSCRIPTIONS	041-4100-65020	MAGAZINE ANNUAL RENEWALS	08/08/2016	2,573.28
Total LIBRARY FUND:				12,032.33
PARK & RECREATION FUND				
911 ETC INC	042-4300-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	4.20
911 ETC INC	042-4200-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	12.61
AGRILAND FS INC	042-4300-65010	ROUND UP PRO	07/29/2016	258.00
B & B BEDDING	042-4300-65070	PLAYGROUND MULCH	08/03/2016	1,805.00
CENTURYLINK	042-4300-63730	911 PHONE	07/22/2016	55.13
CHAPLIN, BRIANNA	042-4200-64250	ADULT SB UMPIRE	08/08/2016	150.00
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - MEMORIAL	07/31/2016	169.96
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - BARKER PARK	07/31/2016	45.36
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - PICKARD	07/31/2016	388.76
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - McCORD	07/31/2016	43.00
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - DOWNEY	07/31/2016	31.59
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - SHOP	07/31/2016	314.70
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - TRAIL	07/31/2016	42.09
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - YOUTH SOFTBALL	07/31/2016	250.90
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - MOATS	07/31/2016	438.94
CITY OF INDIANOLA - UTILITY	042-4300-63710	UTILITIES - BUXTON	07/31/2016	620.94
CRAWFORD, RICHARD L.	042-4200-64250	ADULT SB UMPIRE	08/08/2016	250.00
CRITERION PICTURES USA	042-4200-64990	OUTDOOR MOVIE - ALVIN & THE CHIPMUNKS	07/20/2016	320.00
HY-VEE FOOD STORE	042-4200-64205	KIDS COOK 5177	08/10/2016	70.00
INDOFF INCORPORATED	042-4200-65060	LASER JET TONER CARTRIDGE	08/04/2016	77.73
INFOMAX OFFICE SYSTEMS IN	042-4200-65060	COPIES	07/18/2016	71.80
IOWA ASSOC OF MUN UTILITIE	042-4200-62300	IAMU SAFETY	06/30/2016	44.01
IOWA ASSOC OF MUN UTILITIE	042-4300-62300	IAMU SAFETY	06/30/2016	35.21
IOWA ASSOC OF MUN UTILITIE	042-4300-62300	IAMU SAFETY	07/31/2016	42.95
IOWA ASSOC OF MUN UTILITIE	042-4200-62300	IAMU SAFETY	07/31/2016	53.68
JIM'S JOHNS	042-4300-64090	KYBO'S - PARKS	07/16/2016	240.00
KONICA MINOLTA BUSINESS S	042-4200-65060	MONTHLY MAINTENANCE	07/31/2016	17.63
MC INTYRE, CRAIG	042-4200-64250	ADULT SB UMPIRE	08/08/2016	225.00
MIDWEST OFFICE TECH	042-4200-65060	MONTHLY CONTRACT FEE	07/31/2016	43.00
MYERS, ROBERT	042-4200-64250	ADULT SB UMPIRE	08/08/2016	75.00
NOLASOFT DEVELOPMENT	042-4200-64990	E-MAIL HOSTING	08/01/2016	165.15
PAPER 101	042-4200-65070	PAPER	07/28/2016	107.52
PARK, KRIS	042-4200-64250	ADULT SB UMPIRE	08/08/2016	225.00
PIERCE BROTHERS REPAIR	042-4300-63410	REPAIR MOWER HANDLE	07/28/2016	28.00
RAY'S WINDOW CLEANING	042-4200-64090	ACTIVITY CENTER WINDOW CLEANING	07/29/2016	60.00
UNUM LIFE INSURANCE CO OF	042-4200-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	43.68
UNUM LIFE INSURANCE CO OF	042-4300-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	65.83
UNUM LIFE INSURANCE CO OF	042-4200-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	20.58
WARREN COUNTY ENGINEER	042-4300-65050	FUEL DISTRIBUTION	08/04/2016	701.43
WARREN COUNTY ENGINEER	042-4200-65050	FUEL DISTRIBUTION	08/04/2016	72.61
WARREN COUNTY ENGINEER	042-4200-65050	FUEL DISTRIBUTION	08/04/2016	81.06
WARREN COUNTY OIL	042-4320-65070	GREENHOUSE TANK RENT	07/01/2016	30.00
WELLS FARGO CCER	042-4300-65051	OREILLY AUTO 00003376 ventrac belt	07/14/2016	17.57
WELLS FARGO CCER	042-4300-65070	MCCOY TRUE VALUE Hardware anchor	07/07/2016	14.84
WELLS FARGO CCER	042-4300-65050	OREILLY AUTO 00003376 wiper blade	07/20/2016	19.18
WELLS FARGO CCER	042-4200-63100	CIRCLE B CASHWAY OF INDIA supplies , con stand repair	07/28/2016	21.31
WELLS FARGO CCER	042-4200-61810	DLH GRAFX T-Shirts - TBall League, Tennis, Police Academy	07/15/2016	799.66
WELLS FARGO CCER	042-4200-65070	AMAZON DIGITAL SVCS Outdoor movie music	07/18/2016	.89
WELLS FARGO CCER	042-4200-63100	MCCOY TRUE VALUE supplies, con stand repair	07/28/2016	15.29
WELLS FARGO CCER	042-4300-65050	OREILLY AUTO 00003376 filters	07/13/2016	40.70
WELLS FARGO CCER	042-4200-65070	THEISENS #21 work light and AA batteries	07/20/2016	46.88

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	042-4400-62300	TMS INDIANOLA CHAMBER Chamber Cafe registration Jeff, Becky	07/27/2016	15.00
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491 Event Snacks	07/28/2016	38.58
WELLS FARGO CCER	042-4300-65070	CNM OUTDOOR EQUIPM Synthetic Oil 6-Pack and Round Files	07/04/2016	25.52
WELLS FARGO CCER	042-4200-65070	INDIANOLA PIZZA RANCH Senior Center Luncheon main dish	07/11/2016	106.25
WELLS FARGO CCER	042-4200-65060	WAL-MART #1491 Supplies	07/15/2016	52.30
WELLS FARGO CCER	042-4300-65071	SQ CR SERVICES TP	07/27/2016	65.37
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491 Warren Co Fair Supplies	07/28/2016	89.33
WELLS FARGO CCER	042-4300-65070	CIRCLE B CASHWAY OF INDIA gate supplies	07/28/2016	5.77
WELLS FARGO CCER	042-4200-64190	ADOBE CREATIVE CLOUD Monthly subscription	07/01/2016	49.99
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491 Softball Concessions	07/11/2016	76.60
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491 Softball Concessions	07/18/2016	3.98
WELLS FARGO CCER	042-4320-65070	MCCOY TRUE VALUE	07/22/2016	26.97
WELLS FARGO CCER	042-4300-65070	THEISENS #21 gate post pickard	07/27/2016	182.76
WELLS FARGO CCER	042-4200-65060	OFFICESUPPLY.COM Colored paper	07/20/2016	205.12
WELLS FARGO CCER	042-4200-63100	MCCOY TRUE VALUE supplies, con stand repair	07/28/2016	21.61
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491 Softball Concessions	07/12/2016	13.88
WELLS FARGO CCER	042-4200-65072	CNM OUTDOOR EQUIPM repair saw rope	07/20/2016	24.00
WELLS FARGO CCER	042-4300-63410	VAN WALL EQUIPMENT repair shifter on JD 6110	07/26/2016	299.17
WELLS FARGO CCER	042-4300-65050	OREILLY AUTO 00003376 lock title	07/28/2016	13.49
WELLS FARGO CCER	042-4200-65080	USPS 18436506231205586 Mailing - Track Meet Waivers	07/01/2016	13.45
WELLS FARGO CCER	042-4300-65071	SQ CR SERVICES TP	07/06/2016	65.37
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491 Softball Concessions	07/08/2016	75.01
WELLS FARGO CCER	042-4300-65071	SQ CR SERVICES can liners , gojo	07/20/2016	69.29
WELLS FARGO CCER	042-4200-63100	CIRCLE B CASHWAY OF INDIA supplies, con stand repair	07/28/2016	13.30
WELLS FARGO CCER	042-4200-65070	FUN EXPRESS Supplies	07/01/2016	47.59
WELLS FARGO CCER	042-4200-63100	MCCOY TRUE VALUE bolts con stand repair	07/27/2016	2.14
WIEGERT DISPOSAL CO.	042-4200-64090	DUMPSTER - ACT. CENTER	08/01/2016	25.00
WIEGERT DISPOSAL CO.	042-4200-64990	DUMPSTER - SOFTBALL	08/01/2016	125.00
WIEGERT DISPOSAL CO.	042-4300-64090	DUMPSTER - PARKS	08/01/2016	185.00
Total PARK & RECREATION FUND:				10,711.21

POOL (MEMORIAL) FUND

911 ETC INC	045-4500-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	1.68
ACCO UNLIMITED CORP.	045-4500-65011	CHLORINE - 395 GALLONS	07/26/2016	561.10
ATLANTIC BOTTLING CO.	045-4500-65070	POOL CONCESSIONS	07/29/2016	53.50
CITY OF INDIANOLA - UTILITY	045-4500-63710	POOL UTILITIES	07/31/2016	3,952.51
FARNER-BROCKEN CO	045-4500-65070	POOL CONCESSIONS	07/26/2016	336.91
FARNER-BROCKEN CO	045-4500-65070	POOL CONCESSIONS	07/29/2016	231.90
PILOT ROCK	045-4500-67245	2 POOL BENCHES - OUTSIDE CIRCLE	07/13/2016	1,786.00
WELLS FARGO CCER	045-4500-67245	LOWES #00552 10 pool lounge chairs	07/06/2016	299.88
WELLS FARGO CCER	045-4500-65070	SAMS CLUB #6344 Pool Concessions	07/26/2016	73.96
WELLS FARGO CCER	045-4500-67245	B&H PHOTO, 800-606-6969 Security Camera	07/28/2016	145.00
WELLS FARGO CCER	045-4500-65070	ULINE SHIP SUPPLIES 4 boxes of nitrile gloves	07/28/2016	65.63
WELLS FARGO CCER	045-4500-64020	GOTPRINT.COM Marketing materials - pool rentals	07/06/2016	91.85
WELLS FARGO CCER	045-4500-65070	SAMS CLUB #6344 MNO supplies	07/18/2016	123.70
WELLS FARGO CCER	045-4500-65070	WAL-MART #1491 July 8 Lifeguard In-service supplies	07/11/2016	46.15
WELLS FARGO CCER	045-4500-64020	FACEBOOK FKEKV92RU2 MPS Pool Party ad	07/01/2016	75.00
WELLS FARGO CCER	045-4500-67245	LOWES #02648 10 Chaise Lounge Chairs	07/11/2016	481.29
WELLS FARGO CCER	045-4500-65070	TUNDRA SPECIALTIES INC Food product labels	07/15/2016	95.85
WELLS FARGO CCER	045-4500-65070	GOTPRINT.COM Free admission tickets	07/18/2016	15.50
WELLS FARGO CCER	045-4500-63710	PSN INDIANOLA UTILITIES Pool utilities - June	07/01/2016	2,131.30
WELLS FARGO CCER	045-4500-64020	GOTPRINT.COM Marketing materials	07/18/2016	182.98
WELLS FARGO CCER	045-4500-65070	SHUTTERFLY MPS Pool Party thank you cards	07/22/2016	21.53
WELLS FARGO CCER	045-4500-65070	SAMS CLUB #6344 Pool Concessions	07/28/2016	44.12
WELLS FARGO CCER	045-4500-65070	SAMSClub #6344 Pool Concessions	07/18/2016	157.44
WELLS FARGO CCER	045-4500-64190	MYCREATIVESHOP.COM Advertising software subscription	07/25/2016	19.95
WELLS FARGO CCER	045-4500-65072	MCCOY TRUE VALUE Concrete patch and trowel	07/06/2016	23.38

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	045-4500-65070	OFFICEMAX/OFFICE DEPOT684 one month planner, erasable	07/08/2016	22.25
WELLS FARGO CCER	045-4500-65070	SQ CR SERVICES 1 box toilet paper and 1 box hair body shampoo	07/29/2016	131.64
WELLS FARGO CCER	045-4500-65070	FAREWAY STORES #657 MNO supplies	07/18/2016	375.00
WELLS FARGO CCER	045-4500-65070	WAL-MART #1491 Pool cleaning supplies	07/28/2016	25.73
WIEGERT DISPOSAL CO.	045-4500-64990	DUMPSTER - MAC	08/01/2016	35.00
Total POOL (MEMORIAL) FUND:				11,607.73
ROAD USE TAX FUND				
911 ETC INC	110-2100-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	1.68
ARDICK EQUIPMENT COMPAN	110-2100-65074	SIGN POSTS/ANCHORS	07/27/2016	6,940.00
CEMEN-TECH	110-2100-63320	SPROCKET	07/22/2016	20.06
CEMEN-TECH	110-2100-63320	SOCKET	08/01/2016	67.57
CENTURYLINK	110-2100-63730	TRAFFIC SIGNALS	07/22/2016	48.17
CITY OF INDIANOLA - UTILITY	110-2100-63710	UTILITIES	07/31/2016	327.57
CR SERVICES	110-2100-65076	SAFETY GLASSES/TOWELS	08/09/2016	79.26
HALLETT MATERIALS	110-2100-65073	CONCRETE SAND	07/23/2016	143.83
HALLETT MATERIALS	110-2100-65073	CONCRETE SAND	07/23/2016	284.43
HALLETT MATERIALS	110-2100-65073	CONCRETE SAND	07/30/2016	137.75
IOWA ASSOC OF MUN UTILITIE	110-2100-62300	IAMU SAFETY	06/30/2016	61.61
IOWA ASSOC OF MUN UTILITIE	110-2100-62300	IAMU SAFETY	07/31/2016	75.16
MARTIN MARIETTA MATERIALS	110-2100-65073	CEMENT STONE	07/21/2016	840.60
MARTIN MARIETTA MATERIALS	110-2100-65073	CONCRETE STONE	07/28/2016	548.55
NOLASOFT DEVELOPMENT	110-2100-64990	E-MAIL HOSTING	08/01/2016	64.35
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/14/2016	1,715.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/14/2016	882.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/20/2016	783.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/21/2016	784.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/22/2016	686.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/25/2016	539.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/26/2016	318.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/26/2016	1,151.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/27/2016	884.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/27/2016	343.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/29/2016	637.00
O'REILLY AUTO PARTS	110-2100-63320	FILTERS	07/26/2016	135.22
PIERCE BROTHERS REPAIR	110-2100-65076	STEEL TUBING	07/28/2016	12.00
STERNQUIST CONST. INC.	110-2100-65073	WEIGHT TICKET	07/25/2016	2.00
STERNQUIST CONST. INC.	110-2100-65073	WEIGHT TICKETS	07/28/2016	2.00
STERNQUIST CONST. INC.	110-2100-65073	WEIGHT TICKET	08/03/2016	4.00
UNUM LIFE INSURANCE CO OF	110-2100-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	115.41
VANDERPOOL CONSTRUCTIO	110-2100-65073	PORTLAND CEMENT	07/25/2016	1,942.38
VANDERPOOL CONSTRUCTIO	110-2100-65073	CONCRETE STONE/SAND	08/01/2016	644.03
VETTER EQUIPMENT CO	110-2100-63320	SKID LOADER REPAIRS	07/25/2016	1,309.63
WARREN COUNTY ENGINEER	110-2100-65050	FUEL DISTRIBUTION	08/04/2016	1,584.33
WASTE MANAGEMENT OF IOW	110-2100-64090	TRASH - AUG 2016	08/01/2016	32.00
WELLS FARGO CCER	110-2100-65076	THEISENS #21 cleaning brushes and gloves for new truck	07/18/2016	10.98
WELLS FARGO CCER	110-2100-63320	THEISENS #21 Bolts for hitch on truck 24	07/01/2016	5.59
WELLS FARGO CCER	110-2100-63320	CIRCLE B CASHWAY OF INDIA #9 side boards	07/04/2016	27.64
WELLS FARGO CCER	110-2100-63320	MCCOY TRUE VALUE clamps for new concrete mixer	07/13/2016	6.74
WELLS FARGO CCER	110-2100-63320	NAPA PARTS 0000514 This should b the credit back on my card fro	07/08/2016	65.70
WELLS FARGO CCER	110-2100-63320	ACCURATE HYDRAULICS AND M Unit 37 breaker pin	07/11/2016	80.00
WELLS FARGO CCER	110-2100-65076	O'REILLY AUTO 00003376 Mixing cups for admix on new concrete	07/07/2016	3.71
WELLS FARGO CCER	110-2100-63320	VAN WALL EQUIPMENT #8 hydro hose	07/08/2016	79.06
WELLS FARGO CCER	110-2100-63320	NAPA PARTS 0000514 Unit 08 radio repair	07/11/2016	3.52
WELLS FARGO CCER	110-2100-65076	MCCOY TRUE VALUE Strap hinges for shop	07/07/2016	36.86
WELLS FARGO CCER	110-2100-63320	NAPA PARTS 0000514 #8hydro hose	07/11/2016	122.43
WELLS FARGO CCER	110-2100-65070	CNM OUTDOOR EQUIPM 110-2100-65070-Two Stroke Oil	07/20/2016	56.98

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	110-2100-63320	NORRIS AUTOMOTIVE INC Unit 41 repair	07/26/2016	311.71
WELLS FARGO CCER	110-2100-65073	THEISENS #21 Battery for shop	07/07/2016	14.99
WELLS FARGO CCER	110-2100-65076	NAPA PARTS 0000514 Hose clamps	07/04/2016	28.40
WELLS FARGO CCER	110-2100-63320	OREILLY AUTO 00003376 Unit 07 parts for dump system	07/08/2016	9.06
WELLS FARGO CCER	110-2100-65070	CONSTRUCTION & AGGREGATE 110-2100-65070-Fitting for stree	07/11/2016	9.90
WELLS FARGO CCER	110-2100-65070	CIRCLE B CASHWAY OF INDIA Wood for Shop	07/13/2016	422.45
WELLS FARGO CCER	110-2100-63320	TOMPKINS INDUSTRIES, INC unit 8 parts	07/28/2016	97.92
WELLS FARGO CCER	110-2100-63320	HARRISON TRUCK CENTERS #7 belt	07/15/2016	47.88
Total ROAD USE TAX FUND:				25,417.09

LIBRARY SPECIAL REVENUE FUND

BAKER AND TAYLOR	141-4100-65020	429 BOOKS	06/23/2016	36.35
BAKER AND TAYLOR	141-4100-65020	429 BOOKS	07/05/2016	14.56
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/05/2016	514.95
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/08/2016	442.88
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/12/2016	35.88
BAKER AND TAYLOR	141-4100-65020	429 BOOKS	07/14/2016	89.48
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/14/2016	28.95
BAKER AND TAYLOR	141-4100-65020	429 BOOKS	07/21/2016	28.14
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/21/2016	78.83
BAKER AND TAYLOR	141-4100-65023	429 BOOKS	07/27/2016	99.31
BAKER AND TAYLOR	141-4100-65020	429 BOOKS	07/27/2016	11.98
CASNER CONSTRUCTION	141-4100-65020	MEETING ROOM A REMODEL	08/03/2016	3,524.00
CASNER CONSTRUCTION	141-4100-65024	MEETING ROOM A REMODEL	08/03/2016	2,876.00
CENGAGE LEARNING	141-4100-65020	8 LARGE PRINT BOOKS	06/28/2016	31.19
CENGAGE LEARNING	141-4100-65020	8 LARGE PRINT BOOKS	07/21/2016	25.59
CENTER POINT LARGE PRINT	141-4100-65020	8 LARGE PRINT BOOKS	07/01/2016	74.01
PENGUIN RANDOM HOUSE LLC	141-4100-65020	1 BOOK ON CD	07/05/2016	63.75
RECORDED BOOKS INC	141-4100-65020	6 BOOKS ON CD	07/15/2016	44.38
RECORDED BOOKS INC	141-4100-65020	6 BOOKS ON CD	07/25/2016	22.19
WELLS FARGO CCER	141-4100-65023	MENARDS DES MOINES IA Refund for unused SRP adult program	07/08/2016	3.99-
WELLS FARGO CCER	141-4100-65023	RHODE ISLAND NOVELTY Summer Program prizes	07/11/2016	42.60
WELLS FARGO CCER	141-4100-65020	IN GREEN ACRES GARDEN CE Plants for East side landscaping	07/04/2016	384.90
WELLS FARGO CCER	141-4100-65023	SQ THE OUTSIDE SCO SRP - Teen volunteer thank-you gifts	07/22/2016	6.36
WELLS FARGO CCER	141-4100-65023	INDOFF INCORPORATED Labels	07/13/2016	38.00
WELLS FARGO CCER	141-4100-65023	WAL-MART #1491 Refund for unused SRP adult programming sup	07/11/2016	11.62-
WELLS FARGO CCER	141-4100-65023	WAL-MART #1491 Teen SRP supplies - sharpies	07/15/2016	7.94
WELLS FARGO CCER	141-4100-65023	WAL-MART #1491 Books for reading log prizes	07/28/2016	280.71
WELLS FARGO CCER	141-4100-65023	ORIENTAL TRADING CO Summer Program prizes	07/11/2016	47.98
WELLS FARGO CCER	141-4100-65023	HOBBY-LOBBY #258 Refund for unused SRP adult programming s	07/08/2016	4.40-

Total LIBRARY SPECIAL REVENUE FUND: 8,830.90

PARK & REC SPECIAL REV FUND

HOLLIE SMITH GLASS & DOOR	142-4630-65070	DOG PARK CARDS	07/24/2016	278.30
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Total PARK & REC SPECIAL REV FUND: 278.30

DOWNTOWN BIZ INCENTIVE PROGRAM

CITY STATE BANK	161-5200-64154	INTEREST EXPENSE	07/29/2016	540.83
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Total DOWNTOWN BIZ INCENTIVE PROGRAM: 540.83

CAPITAL PROJECTS FUND

WELLS FARGO CCER	301-6210-67900	DMI DELL ARB BUS Tower Server for e-mail	07/07/2016	296.79
WELLS FARGO CCER	301-6210-67900	CDW GOVERNMENT Windows Server 2012 R2 license for e-mail s	07/14/2016	604.46

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total CAPITAL PROJECTS FUND:				901.25
STREET CAPITAL PROJECTS FUND				
CUSTOM SOLUTIONS INVESTI	321-2100-64872	1402 S 'G' ST - ATTEMPT SERVICE	07/22/2016	65.00
PRECISION LAWN CARE	321-2100-64872	810 N S ST (BACK FIELD) MOWING	08/03/2016	100.00
Total STREET CAPITAL PROJECTS FUND:				165.00
CP--CAF FUND				
CITY OF INDIANOLA - UTILITY	344-4400-67805	UTILITIES	07/31/2016	266.36
Total CP--CAF FUND:				266.36
SEWER FUND				
911 ETC INC	610-8300-63730	911 MONTHLY ACCESS CHARGE	07/31/2016	6.72
BRICK GENTRY P.C.	610-8300-64110	REVIEW MANHOLE CORRESPONDENCE FROM RYAN AND RIC	07/25/2016	180.00
CITY OF INDIANOLA - UTILITY	610-8325-63710	UTILITIES	07/31/2016	9,453.79
CITY OF INDIANOLA - UTILITY	610-8350-63710	UTILITIES	07/31/2016	12,238.61
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	07/28/2016	15.00
HART, NORMAN	610-8300-62300	CERTIFICATE & TEST FEES	08/03/2016	70.00
HART, NORMAN	610-8300-62700	MILEAGE	08/03/2016	18.36
HOA SOLUTIONS INC	610-8325-63410	NEW FLOW METER AT MCCORD	07/28/2016	3,200.00
HOA SOLUTIONS INC	610-8300-64990	ADD RAS PUMP ALARMS TO SCADA SYSTEM	08/01/2016	195.00
INFOMAX OFFICE SYSTEMS IN	610-8300-64990	COPIER	07/25/2016	211.10
IOWA ASSOC OF MUN UTILITIE	610-8300-62300	IAMU SAFETY	06/30/2016	52.81
IOWA ASSOC OF MUN UTILITIE	610-8300-62300	IAMU SAFETY	07/31/2016	64.42
IOWA DEPT OF NATURAL RES	610-8300-64990	NPDES ANNUAL PERMIT	07/26/2016	1,275.00
NOLASOFT DEVELOPMENT	610-8300-64990	E-MAIL HOSTING	08/01/2016	85.80
O'REILLY AUTO PARTS	610-8300-63320	SANDING DISCS	07/31/2016	34.25
PELLA PRINTING	610-8300-65070	PERF PAPER - LOANS	07/22/2016	88.00
TELRITE CORPORATION	610-8300-63730	LONG DISTANCE SERVICE	07/22/2016	6.58
UNUM LIFE INSURANCE CO OF	610-8300-61550	LIFE, AD&D AND LTD INSURANCE	07/28/2016	102.01
VERIZON WIRELESS	610-8300-63730	WIRELESS FOR LAPTOP	07/26/2016	30.02
WARREN COUNTY ENGINEER	610-8300-65050	FUEL DISTRIBUTION	08/04/2016	393.85
WARREN COUNTY OIL	610-8350-64151	LP TANK RENT (OFFICE)	07/01/2016	39.00
WARREN COUNTY OIL	610-8350-64151	LP TANK RENT (R63)	07/01/2016	54.00
WATER ENVIRONMENT FEDER	610-8350-62100	WEF MEMBERSHIP RENEWAL	08/01/2016	91.00
WELLS FARGO CCER	610-8350-65049	WARREN COUNTY OIL 910.3 gallons of LP	07/12/2016	919.41
WELLS FARGO CCER	610-8350-65070	MCCOY TRUE VALUE Glass cleaner	07/29/2016	5.92
WELLS FARGO CCER	610-8350-63100	THEISENS #21 Light switch for bathroom. The receipt is in last mon	07/01/2016	5.69
WELLS FARGO CCER	610-8300-62300	UEI WATER PROGRAM Testing supplies for CEUs. Receipt didnt s	07/28/2016	50.00
WELLS FARGO CCER	610-8325-65070	THEISENS #21 T-posts and PVC pipe for marking manholes	07/28/2016	27.33
WELLS FARGO CCER	610-8350-65070	WM SUPERCENTER #1491 light bulbs and batteries	07/21/2016	55.53
WELLS FARGO CCER	610-8350-65070	WAL-MART #1491 Misc supplies - 3 ring binders, paper towels, toile	07/07/2016	40.36
WELLS FARGO CCER	610-8300-67240	WWW.NEWEGG.COM Cooler Master V650 for Camera Van	07/18/2016	109.64
WOOSLEY LANDSCAPING & M	610-8325-64990	MOWING - LIFTS	08/01/2016	300.00
WOOSLEY LANDSCAPING & M	610-8350-64990	MOWING - PLANT	08/01/2016	1,000.00
Total SEWER FUND:				30,419.20
STORMWATER UTILITY FUND				
GARDEN & ASSOCIATES, LTD	650-9000-64070	STEPHEN COURT CULVERT	07/21/2016	240.54
Total STORMWATER UTILITY FUND:				240.54
RECYCLING FUND				
WASTE MANAGEMENT OF IOW	670-8400-64701	RECYCYLING APT	08/01/2016	2,510.76

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 494-0152854-0516-1	08/01/2016	10.00
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 494-0152855-0516-8	08/01/2016	10.00
WASTE MANAGEMENT OF IOW	670-8400-64700	RECYCLING RES 494-0152818-0516-6	08/04/2016	13,479.90
Total RECYCLING FUND:				16,010.66
Grand Totals:				219,344.05

City Council: _____

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
911 ETC INC				
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	9.24	LIBRARY FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	2.52	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	1.68	POOL (MEMORIAL)
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	4.20	PARK & RECREATI
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	6.72	SEWER FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	10.93	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	1.68	ROAD USE TAX FU
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	15.13	POLICE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	9.24	FIRE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	07/31/2016	12.61	PARK & RECREATI
Total 911 ETC INC:			73.95	
ACCO UNLIMITED CORP.				
ACCO UNLIMITED CORP.	CHLORINE - 395 GALLONS	07/26/2016	561.10	POOL (MEMORIAL)
Total ACCO UNLIMITED CORP.:			561.10	
AGRILAND FS INC				
AGRILAND FS INC	ROUND UP PRO	07/29/2016	258.00	PARK & RECREATI
Total AGRILAND FS INC:			258.00	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	QTR AGREEMENT	07/28/2016	1,228.06	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			1,228.06	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	07/25/2016	64.62	AMBULANCE FUN
AIRGAS USA LLC	OXYGEN	07/31/2016	62.98	AMBULANCE FUN
Total AIRGAS USA LLC:			127.60	
ALADTEC INC				
ALADTEC INC	FIRE MANAGER ALADTEC	08/03/2016	897.50	FIRE FUND
Total ALADTEC INC:			897.50	
ARDICK EQUIPMENT COMPANY				
ARDICK EQUIPMENT COMPAN	SIGN POSTS/ANCHORS	07/27/2016	6,940.00	ROAD USE TAX FU
Total ARDICK EQUIPMENT COMPANY:			6,940.00	
ATLANTIC BOTTLING CO.				
ATLANTIC BOTTLING CO.	POOL CONCESSIONS	07/29/2016	53.50	POOL (MEMORIAL)
Total ATLANTIC BOTTLING CO.:			53.50	
B & B BEDDING				
B & B BEDDING	PLAYGROUND MULCH	08/03/2016	1,805.00	PARK & RECREATI
Total B & B BEDDING:			1,805.00	
BAKER AND TAYLOR				
BAKER AND TAYLOR	429 BOOKS	06/22/2016	230.22	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	06/23/2016	604.46	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BAKER AND TAYLOR	429 BOOKS	06/23/2016	36.35	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/05/2016	14.56	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/05/2016	235.05	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/05/2016	62.68	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/05/2016	514.95	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/08/2016	53.82	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/08/2016	442.88	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/12/2016	44.22	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/12/2016	35.88	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/14/2016	28.95	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/14/2016	616.27	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/14/2016	89.48	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/21/2016	148.15	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/21/2016	78.83	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/21/2016	28.14	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/27/2016	99.31	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/27/2016	11.98	LIBRARY SPECIAL
BAKER AND TAYLOR	429 BOOKS	07/27/2016	147.56	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	06/29/2016	92.27	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/13/2016	38.68	LIBRARY FUND
BAKER AND TAYLOR	429 BOOKS	07/27/2016	35.68	LIBRARY FUND
Total BAKER AND TAYLOR:			3,690.37	
BANKERS TRUST COMPANY				
BANKERS TRUST COMPANY	FEE CALCULATION - 2ND QTR 2016	07/08/2016	2,780.69	GENERAL FUND
Total BANKERS TRUST COMPANY:			2,780.69	
BLONDOWSKI, SLAWOMIR				
BLONDOWSKI, SLAWOMIR	WELLNESS JULY - AUG 2016	08/06/2016	50.00	POLICE FUND
Total BLONDOWSKI, SLAWOMIR:			50.00	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	PLAQUES	08/07/2016	83.00	GENERAL FUND
BOB'S CUSTOM TROPHIES	SUPPLIES	07/27/2016	21.00	POLICE FUND
Total BOB'S CUSTOM TROPHIES:			104.00	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	20303.001 LEGAL SERVICES	07/25/2016	2,580.46	GENERAL FUND
BRICK GENTRY P.C.	20303.002	07/25/2016	75.00	GENERAL FUND
BRICK GENTRY P.C.	MEDIC 245 (FORD)	07/25/2016	1,290.00	AMBULANCE FUN
BRICK GENTRY P.C.	20303.004 LEGAL SERVICES	07/25/2016	420.00	GENERAL FUND
BRICK GENTRY P.C.	REVIEW MANHOLE CORRESPONDENCE FR	07/25/2016	180.00	SEWER FUND
BRICK GENTRY P.C.	20303.010 LEGAL SERVICES	07/25/2016	30.00	LIBRARY FUND
Total BRICK GENTRY P.C.:			4,575.46	
BUHROW, LUKE				
BUHROW, LUKE	WELLNESS JULY - AUG 2016	08/03/2016	50.00	POLICE FUND
Total BUHROW, LUKE:			50.00	
BUTTON, DAVID				
BUTTON, DAVID	WELLNESS - JULY/AUGUST 2016	08/08/2016	30.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BUTTON, DAVID:			30.00	
CAPITAL EXPRESS				
CAPITAL EXPRESS	POSTAGE	07/30/2016	41.15	GENERAL FUND
Total CAPITAL EXPRESS:			41.15	
CASNER CONSTRUCTION				
CASNER CONSTRUCTION	MEETING ROOM A REMODEL	08/03/2016	2,876.00	LIBRARY SPECIAL
CASNER CONSTRUCTION	MEETING ROOM A REMODEL	08/03/2016	3,524.00	LIBRARY SPECIAL
Total CASNER CONSTRUCTION:			6,400.00	
CEMEN-TECH				
CEMEN-TECH	SPROCKET	07/22/2016	20.06	ROAD USE TAX FU
CEMEN-TECH	SOCKET	08/01/2016	67.57	ROAD USE TAX FU
Total CEMEN-TECH:			47.51	
CENGAGE LEARNING				
CENGAGE LEARNING	8 LARGE PRINT BOOKS	06/28/2016	30.39	LIBRARY FUND
CENGAGE LEARNING	8 LARGE PRINT BOOKS	06/28/2016	31.19	LIBRARY SPECIAL
CENGAGE LEARNING	8 LARGE PRINT BOOKS	07/08/2016	51.98	LIBRARY FUND
CENGAGE LEARNING	8 LARGE PRINT BOOKS	07/20/2016	75.17	LIBRARY FUND
CENGAGE LEARNING	8 LARGE PRINT BOOKS	07/21/2016	25.59	LIBRARY SPECIAL
Total CENGAGE LEARNING:			214.32	
CENTER POINT LARGE PRINT				
CENTER POINT LARGE PRINT	8 LARGE PRINT BOOKS	06/01/2016	95.43	LIBRARY FUND
CENTER POINT LARGE PRINT	8 LARGE PRINT BOOKS	07/01/2016	23.37	LIBRARY FUND
CENTER POINT LARGE PRINT	8 LARGE PRINT BOOKS	07/01/2016	74.01	LIBRARY SPECIAL
Total CENTER POINT LARGE PRINT:			192.81	
CENTURYLINK				
CENTURYLINK	TRAFFIC SIGNALS	07/22/2016	48.17	ROAD USE TAX FU
CENTURYLINK	911 PHONE	07/22/2016	55.13	PARK & RECREATI
Total CENTURYLINK:			103.30	
CHAPLIN, BRIANNA				
CHAPLIN, BRIANNA	ADULT SB UMPIRE	08/08/2016	150.00	PARK & RECREATI
Total CHAPLIN, BRIANNA:			150.00	
CHUMBLEY & JONES OIL				
CHUMBLEY & JONES OIL	NON-ALCOHOL FUEL	08/01/2016	20.01	FIRE FUND
Total CHUMBLEY & JONES OIL:			20.01	
CITY OF INDIANOLA - UTILITY				
CITY OF INDIANOLA - UTILITY	UTILITIES - MEMORIAL	07/31/2016	169.96	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - BARKER PARK	07/31/2016	45.36	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	266.36	CP--CAF FUND
CITY OF INDIANOLA - UTILITY	UTILITIES - PICKARD	07/31/2016	388.76	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - McCORD	07/31/2016	43.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CITY OF INDIANOLA - UTILITY	UTILITIES - DOWNEY	07/31/2016	31.59	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	32.43	FIRE FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	200.00	FIRE FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	12,920.83	GENERAL FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	5,433.93	GENERAL FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	9,453.79	SEWER FUND
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	12,238.61	SEWER FUND
CITY OF INDIANOLA - UTILITY	UTILITIES - SHOP	07/31/2016	314.70	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES	07/31/2016	327.57	ROAD USE TAX FU
CITY OF INDIANOLA - UTILITY	UTILITIES - TRAIL	07/31/2016	42.09	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - PD/FIRE BLDG	07/31/2016	121.66	FIRE FUND
CITY OF INDIANOLA - UTILITY	UTILITIES - YOUTH SOFTBALL	07/31/2016	250.90	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - MOATS	07/31/2016	438.94	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	POOL UTILITIES	07/31/2016	3,952.51	POOL (MEMORIAL)
CITY OF INDIANOLA - UTILITY	UTILITIES - BUXTON	07/31/2016	620.94	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES FOR LIBRARY	07/31/2016	1,837.11	LIBRARY FUND
Total CITY OF INDIANOLA - UTILITY:			49,131.04	
CITY STATE BANK				
CITY STATE BANK	INTEREST EXPENSE	07/29/2016	540.83	DOWNTOWN BIZ I
Total CITY STATE BANK:			540.83	
CIVICPLUS				
CIVICPLUS	WEBSITE SETUP FEES	08/01/2016	4,666.20	GENERAL FUND
Total CIVICPLUS:			4,666.20	
CR SERVICES				
CR SERVICES	SAFETY GLASSES/TOWELS	08/09/2016	79.26	ROAD USE TAX FU
Total CR SERVICES:			79.26	
CRAWFORD, RICHARD L.				
CRAWFORD, RICHARD L.	ADULT SB UMPIRE	08/08/2016	250.00	PARK & RECREATI
Total CRAWFORD, RICHARD L.:			250.00	
CRITERION PICTURES USA				
CRITERION PICTURES USA	OUTDOOR MOVIE - ALVIN & THE CHIPMUNK	07/20/2016	320.00	PARK & RECREATI
Total CRITERION PICTURES USA:			320.00	
CROSS DILLON TIRE				
CROSS DILLON TIRE	#333 TIRES (USED)	07/26/2016	550.80	FIRE FUND
Total CROSS DILLON TIRE:			550.80	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	07/28/2016	15.00	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			15.00	
CUSTOM SOLUTIONS INVESTIGATIONS LLC				
CUSTOM SOLUTIONS INVESTI	1402 S 'G' ST - ATTEMPT SERVICE	07/22/2016	65.00	STREET CAPITAL

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total CUSTOM SOLUTIONS INVESTIGATIONS LLC:			65.00	
DEE, CLINT				
DEE, CLINT	WELLNESS JULY 2016	07/27/2016	25.00	POLICE FUND
Total DEE, CLINT:			25.00	
DOWNEY TIRE SERVICE				
DOWNEY TIRE SERVICE	TIRE ROTATION	07/06/2016	58.89	AMBULANCE FUN
Total DOWNEY TIRE SERVICE:			58.89	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	MONTHLY CELANING	08/02/2016	1,170.00	LIBRARY FUND
Total DUST PROS JANITORIAL:			1,170.00	
ED STIVERS FORD LINCOLN INC.				
ED STIVERS FORD LINCOLN IN	2017 FORD UTILITY	08/09/2016	25,724.00	POLICE FUND
Total ED STIVERS FORD LINCOLN INC.:			25,724.00	
ELLIS LAW OFFICES P.C.				
ELLIS LAW OFFICES P.C.	GENERAL MATTERS	07/31/2016	82.50	GENERAL FUND
ELLIS LAW OFFICES P.C.	D. SIEGERT	07/31/2016	75.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	C. SHUFF	07/31/2016	67.50	GENERAL FUND
ELLIS LAW OFFICES P.C.	S. LYONS	07/31/2016	315.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	C. LISK	07/31/2016	210.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	MUN. INFRACTION NORTH KENWOOD	07/31/2016	120.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	MUN INFRACTION COUNTRY CLUB RD	07/31/2016	30.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	MUN INFRACTION SOUTH 'G'	07/31/2016	52.50	GENERAL FUND
ELLIS LAW OFFICES P.C.	D. JACOBS	07/31/2016	360.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	C. MURRAY	07/31/2016	240.00	GENERAL FUND
ELLIS LAW OFFICES P.C.	N DEAN	07/31/2016	210.00	GENERAL FUND
Total ELLIS LAW OFFICES P.C.:			1,762.50	
FARNER-BROCKEN CO				
FARNER-BROCKEN CO	POOL CONCESSIONS	07/26/2016	336.91	POOL (MEMORIAL)
FARNER-BROCKEN CO	POOL CONCESSIONS	07/29/2016	231.90	POOL (MEMORIAL)
Total FARNER-BROCKEN CO:			568.81	
FRASER TRANSPORTATION LLC				
FRASER TRANSPORTATION LL	STANDBY	07/22/2016	137.50	AMBULANCE FUN
Total FRASER TRANSPORTATION LLC:			137.50	
GARDEN & ASSOCIATES, LTD				
GARDEN & ASSOCIATES, LTD	STEPHEN COURT CULVERT	07/21/2016	240.54	STORMWATER UTI
Total GARDEN & ASSOCIATES, LTD:			240.54	
HALLETT MATERIALS				
HALLETT MATERIALS	CONCRETE SAND	07/23/2016	143.83	ROAD USE TAX FU
HALLETT MATERIALS	CONCRETE SAND	07/23/2016	284.43	ROAD USE TAX FU
HALLETT MATERIALS	CONCRETE SAND	07/30/2016	137.75	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total HALLETT MATERIALS:			566.01	
HART, NORMAN				
HART, NORMAN	CERTIFICATE & TEST FEES	08/03/2016	70.00	SEWER FUND
HART, NORMAN	MILEAGE	08/03/2016	18.36	SEWER FUND
Total HART, NORMAN:			88.36	
HAWKINS, ROB				
HAWKINS, ROB	WELLNESS JULY 2016	08/03/2016	25.00	POLICE FUND
Total HAWKINS, ROB:			25.00	
HOA SOLUTIONS INC				
HOA SOLUTIONS INC	NEW FLOW METER AT MCCORD	07/28/2016	3,200.00	SEWER FUND
HOA SOLUTIONS INC	ADD RAS PUMP ALARMS TO SCADA SYSTE	08/01/2016	195.00	SEWER FUND
Total HOA SOLUTIONS INC:			3,395.00	
HOLLIE SMITH GLASS & DOOR CO.				
HOLLIE SMITH GLASS & DOOR	DOG PARK CARDS	07/24/2016	278.30	PARK & REC SPEC
Total HOLLIE SMITH GLASS & DOOR CO.:			278.30	
HY-VEE FOOD STORE				
HY-VEE FOOD STORE	KIDS COOK 5177	08/10/2016	70.00	PARK & RECREATI
Total HY-VEE FOOD STORE:			70.00	
INDOFF INCORPORATED				
INDOFF INCORPORATED	LASER JET TONER CARTRIDGE	08/04/2016	77.73	PARK & RECREATI
Total INDOFF INCORPORATED:			77.73	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIES	07/18/2016	71.80	PARK & RECREATI
INFOMAX OFFICE SYSTEMS IN	PRINTER/COPIER LEASE CHARGES	07/25/2016	222.70	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER	07/25/2016	211.10	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	PRINTING CONTRACT	07/27/2016	82.60	FIRE FUND
Total INFOMAX OFFICE SYSTEMS INC.:			588.20	
IOWA ASSOC OF MUN UTILITIES				
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	193.62	POLICE FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	44.01	PARK & RECREATI
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	35.21	GENERAL FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	79.22	AMBULANCE FUN
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	70.41	LIBRARY FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	35.21	PARK & RECREATI
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	61.61	ROAD USE TAX FU
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	52.81	SEWER FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	06/30/2016	79.22	GENERAL FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	96.63	GENERAL FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	85.89	LIBRARY FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	64.42	SEWER FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	236.21	POLICE FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	96.63	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	53.68	PARK & RECREATI
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	42.95	PARK & RECREATI
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	75.16	ROAD USE TAX FU
IOWA ASSOC OF MUN UTILITIE	IAMU SAFETY	07/31/2016	42.95	GENERAL FUND
Total IOWA ASSOC OF MUN UTILITIES:			1,445.84	
IOWA CODIFICATION INC				
IOWA CODIFICATION INC	CODE SUPP 1553 & 1555	08/08/2016	585.00	GENERAL FUND
Total IOWA CODIFICATION INC:			585.00	
IOWA DEPT OF NATURAL RESOURCES				
IOWA DEPT OF NATURAL RES	NPDES ANNUAL PERMIT	07/26/2016	1,275.00	SEWER FUND
Total IOWA DEPT OF NATURAL RESOURCES:			1,275.00	
IOWA DIV OF LABOR SERVICES				
IOWA DIV OF LABOR SERVICE	BOILER INSPECTION	07/15/2016	40.00	LIBRARY FUND
Total IOWA DIV OF LABOR SERVICES:			40.00	
IOWA WATER MANAGEMENT CO.				
IOWA WATER MANAGEMENT C	WATER MGMT - LIBRARY	08/01/2016	40.00	LIBRARY FUND
IOWA WATER MANAGEMENT C	WATER MGMT - MUN BLDG	08/01/2016	150.00	GENERAL FUND
Total IOWA WATER MANAGEMENT CO.:			190.00	
JIM'S JOHNS				
JIM'S JOHNS	KYBO'S - PARKS	07/16/2016	240.00	PARK & RECREATI
JIM'S JOHNS	KYBO'S - DUMP	07/16/2016	40.00	GENERAL FUND
Total JIM'S JOHNS:			280.00	
KEEP INDIANOLA BEAUTIFUL COMM				
KEEP INDIANOLA BEAUTIFUL C	FUNDING - FY 2017 BUDGET	08/08/2016	6,000.00	GENERAL FUND
Total KEEP INDIANOLA BEAUTIFUL COMM:			6,000.00	
KONICA MINOLTA BUSINESS SOLUTIONS				
KONICA MINOLTA BUSINESS S	MONTHLY MAINTENANCE	07/31/2016	17.63	PARK & RECREATI
Total KONICA MINOLTA BUSINESS SOLUTIONS:			17.63	
KOSMAN CLEANING CREW LLC				
KOSMAN CLEANING CREW LLC	1ST HALF OF AUGUST	08/08/2016	2,167.00	GENERAL FUND
Total KOSMAN CLEANING CREW LLC:			2,167.00	
MARCHANT, GREG				
MARCHANT, GREG	ECONOMIC DEV CONTRACT	08/01/2016	750.00	GENERAL FUND
Total MARCHANT, GREG:			750.00	
MARTIN MARIETTA MATERIALS				
MARTIN MARIETTA MATERIALS	CEMENT STONE	07/21/2016	840.60	ROAD USE TAX FU
MARTIN MARIETTA MATERIALS	CONCRETE STONE	07/28/2016	548.55	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MARTIN MARIETTA MATERIALS:			1,389.15	
MC INTYRE, CRAIG				
MC INTYRE, CRAIG	ADULT SB UMPIRE	08/08/2016	225.00	PARK & RECREATI
Total MC INTYRE, CRAIG:			225.00	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	NATURAL GAS	07/21/2016	13.15	LIBRARY FUND
Total MID AMERICAN ENERGY CO.:			13.15	
MIDWEST OFFICE TECH				
MIDWEST OFFICE TECH	MONTHLY CONTRACT FEE	07/31/2016	43.00	PARK & RECREATI
Total MIDWEST OFFICE TECH:			43.00	
MILLER, TANNER				
MILLER, TANNER	HOME BASE IA INCENTIVE PROGRAM	07/26/2016	1,500.00	GENERAL FUND
Total MILLER, TANNER:			1,500.00	
MIXDORF, DAVID				
MIXDORF, DAVID	INTERVIEW EXPENSES	08/01/2016	233.28	LIBRARY FUND
Total MIXDORF, DAVID:			233.28	
MYERS, ROBERT				
MYERS, ROBERT	ADULT SB UMPIRE	08/08/2016	75.00	PARK & RECREATI
Total MYERS, ROBERT:			75.00	
NOLASOFT DEVELOPMENT				
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	85.80	SEWER FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	165.15	GENERAL FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	278.85	POLICE FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	514.80	FIRE FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	165.15	LIBRARY FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	64.35	GENERAL FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	165.15	PARK & RECREATI
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	182.32	GENERAL FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	42.90	GENERAL FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	10.73	GENERAL FUND
NOLASOFT DEVELOPMENT	E-MAIL HOSTING	08/01/2016	64.35	ROAD USE TAX FU
Total NOLASOFT DEVELOPMENT:			1,739.55	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE	07/14/2016	1,715.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/14/2016	882.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/20/2016	783.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/21/2016	784.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/22/2016	686.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/25/2016	539.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/26/2016	318.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/26/2016	1,151.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/27/2016	884.50	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
NORWALK READY-MIXED CON	CONCRETE	07/27/2016	343.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/29/2016	637.00	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			8,723.50	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	FILTERS	07/26/2016	135.22	ROAD USE TAX FU
O'REILLY AUTO PARTS	SANDING DISCS	07/31/2016	34.25	SEWER FUND
Total O'REILLY AUTO PARTS:			169.47	
PAPER 101				
PAPER 101	PAPER	07/28/2016	107.52	PARK & RECREATI
PAPER 101	PAPER	07/28/2016	107.52	POLICE FUND
PAPER 101	PAPER	07/28/2016	107.52	FIRE FUND
PAPER 101	PAPER	07/28/2016	430.08	GENERAL FUND
PAPER 101	PAPER	07/28/2016	107.52	LIBRARY FUND
Total PAPER 101:			860.16	
PARK, KRIS				
PARK, KRIS	ADULT SB UMPIRE	08/08/2016	225.00	PARK & RECREATI
Total PARK, KRIS:			225.00	
PELLA PRINTING				
PELLA PRINTING	BUSINESS CARDS	07/13/2016	65.00	GENERAL FUND
PELLA PRINTING	PERF PAPER - LOANS	07/22/2016	88.00	SEWER FUND
Total PELLA PRINTING:			153.00	
PENGUIN RANDOM HOUSE LLC				
PENGUIN RANDOM HOUSE LLC	1 BOOK ON CD	07/05/2016	63.75	LIBRARY SPECIAL
Total PENGUIN RANDOM HOUSE LLC:			63.75	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	STEEL TUBING	07/28/2016	12.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	REPAIR MOWER HANDLE	07/28/2016	28.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			40.00	
PILOT ROCK				
PILOT ROCK	2 POOL BENCHES - OUTSIDE CIRCLE	07/13/2016	1,786.00	POOL (MEMORIAL)
Total PILOT ROCK:			1,786.00	
PRECISION LAWN CARE				
PRECISION LAWN CARE	810 N S ST (BACK FIELD) MOWING	08/03/2016	100.00	STREET CAPITAL
Total PRECISION LAWN CARE:			100.00	
PTM DOCUMENT SYSTEMS				
PTM DOCUMENT SYSTEMS	W2'S & ENVELOPES	07/29/2016	140.28	GENERAL FUND
Total PTM DOCUMENT SYSTEMS:			140.28	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
PUBLIC AGENCY TRAINING COUNCIL				
PUBLIC AGENCY TRAINING CO	NFPA (R) 1033	08/02/2016	295.00	FIRE FUND
PUBLIC AGENCY TRAINING CO	NFPA (R) 1033	08/02/2016	295.00	FIRE FUND
Total PUBLIC AGENCY TRAINING COUNCIL:			590.00	
PURCHASE POWER				
PURCHASE POWER	POSTAGE	08/08/2016	3,000.00	GENERAL FUND
Total PURCHASE POWER:			3,000.00	
RAY'S WINDOW CLEANING				
RAY'S WINDOW CLEANING	ACTIVITY CENTER WINDOW CLEANING	07/29/2016	60.00	PARK & RECREATI
RAY'S WINDOW CLEANING	WINDOW CLEANING	08/08/2016	168.00	GENERAL FUND
Total RAY'S WINDOW CLEANING:			228.00	
RECORDED BOOKS INC				
RECORDED BOOKS INC	6 BOOKS ON CD	07/15/2016	44.38	LIBRARY SPECIAL
RECORDED BOOKS INC	6 BOOKS ON CD	07/18/2016	29.69	LIBRARY FUND
RECORDED BOOKS INC	6 BOOKS ON CD	07/22/2016	31.50	LIBRARY FUND
RECORDED BOOKS INC	6 BOOKS ON CD	07/25/2016	35.99	LIBRARY FUND
RECORDED BOOKS INC	6 BOOKS ON CD	07/25/2016	22.19	LIBRARY SPECIAL
Total RECORDED BOOKS INC:			163.75	
RECORD-HERALD & INDIANOLA TRIBUNE				
RECORD-HERALD & INDIANOL	PH STOP & NO PARKING	07/31/2016	34.97	GENERAL FUND
RECORD-HERALD & INDIANOL	CC MIN-07	07/31/2016	256.82	GENERAL FUND
RECORD-HERALD & INDIANOL	ORD 1553	07/31/2016	136.02	GENERAL FUND
RECORD-HERALD & INDIANOL	CC MIN-06	07/31/2016	79.63	GENERAL FUND
RECORD-HERALD & INDIANOL	BD ADJ	07/31/2016	26.81	GENERAL FUND
RECORD-HERALD & INDIANOL	CC MIN-07	07/31/2016	157.90	GENERAL FUND
RECORD-HERALD & INDIANOL	SALARIES	07/31/2016	162.62	GENERAL FUND
Total RECORD-HERALD & INDIANOLA TRIBUNE:			854.77	
RECORD-HERALD AD CONTRACT ACCT.				
RECORD-HERALD AD CONTRA	EMPLOYMENT AD ACCOUNT	06/12/2016	300.00	GENERAL FUND
Total RECORD-HERALD AD CONTRACT ACCT.:			300.00	
REMINGTON				
REMINGTON	TRAINING - LARGESSE	06/22/2016	450.00	POLICE FUND
Total REMINGTON:			450.00	
ROBINSON, MINDI				
ROBINSON, MINDI	WELLNESS JULY 2016	07/29/2016	15.00	GENERAL FUND
Total ROBINSON, MINDI:			15.00	
SIEMENS, JASON				
SIEMENS, JASON	WELLNESS JULY 2016	07/20/2016	15.00	POLICE FUND
Total SIEMENS, JASON:			15.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
SPRINGER PEST SOLUTIONS DSM				
SPRINGER PEST SOLUTIONS D	QUARTERLY SERVICE	08/09/2016	79.00	LIBRARY FUND
Total SPRINGER PEST SOLUTIONS DSM:			79.00	
STATE LIBRARY OF IOWA				
STATE LIBRARY OF IOWA	BRIDGES SUBSCRIPTION AND CONTENT FE	07/20/2016	764.10	LIBRARY FUND
STATE LIBRARY OF IOWA	BRIDGES SUBSCRIPTION AND CONTENT FE	07/20/2016	1,208.00	LIBRARY FUND
Total STATE LIBRARY OF IOWA:			1,972.10	
STERNQUIST CONST. INC.				
STERNQUIST CONST. INC.	WEIGHT TICKET	07/25/2016	2.00	ROAD USE TAX FU
STERNQUIST CONST. INC.	WEIGHT TICKETS	07/28/2016	2.00	ROAD USE TAX FU
STERNQUIST CONST. INC.	WEIGHT TICKET	08/03/2016	4.00	ROAD USE TAX FU
Total STERNQUIST CONST. INC.:			8.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	TRASH REMOVAL ACCT #506	07/24/2016	89.00	LIBRARY FUND
Total T.R.M. DISPOSAL LLC:			89.00	
TELRITE CORPORATION				
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	2.60	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	17.56	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	10.28	LIBRARY FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	6.58	SEWER FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	17.18	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	21.60	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	20.24	POLICE FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	21.84	FIRE FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2016	1.08	AMBULANCE FUN
Total TELRITE CORPORATION:			118.96	
TREAT AMERICA				
TREAT AMERICA	MEALS/ILEA - DORRAH/WILLIAMS/JONES	08/01/2016	4,405.41	POLICE FUND
Total TREAT AMERICA:			4,405.41	
TRIZETTO PROVIDER SOLUTIONS				
TRIZETTO PROVIDER Solutio	ELECTRONIC CLAIMS FILED	08/01/2016	57.34	AMBULANCE FUN
Total TRIZETTO PROVIDER SOLUTIONS:			57.34	
UNIQUE MANAGEMENT SERVICES				
UNIQUE MANAGEMENT SERVI	COLLECTION AGENCY FEES	08/01/2016	50.00	LIBRARY FUND
Total UNIQUE MANAGEMENT SERVICES:			50.00	
UNUM LIFE INSURANCE CO OF AMERICA				
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	40.95	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	43.68	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	72.03	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	1,168.84	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	170.23	AMBULANCE FUN
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	65.83	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	42.10	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	81.85	LIBRARY FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	223.60	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	102.01	SEWER FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	115.41	ROAD USE TAX FU
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	363.44	POLICE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	38.65	FIRE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/28/2016	20.58	PARK & RECREATI
Total UNUM LIFE INSURANCE CO OF AMERICA:			2,549.20	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTIO	PORTLAND CEMENT	07/25/2016	1,942.38	ROAD USE TAX FU
VANDERPOOL CONSTRUCTIO	CONCRETE STONE/SAND	08/01/2016	644.03	ROAD USE TAX FU
Total VANDERPOOL CONSTRUCTION:			2,586.41	
VERIZON WIRELESS				
VERIZON WIRELESS	CELL PHONE FOR MONITORS	07/22/2016	21.08	AMBULANCE FUN
VERIZON WIRELESS	330 LAPTOP/330 CELL	07/26/2016	50.66	FIRE FUND
VERIZON WIRELESS	EMS CELL PHONES	07/26/2016	313.40	AMBULANCE FUN
VERIZON WIRELESS	WIRELESS FOR LAPTOP	07/26/2016	30.02	SEWER FUND
VERIZON WIRELESS	WIRELESS FOR SPARE LAPTOP	07/26/2016	20.01	GENERAL FUND
Total VERIZON WIRELESS:			435.17	
VETTER EQUIPMENT CO				
VETTER EQUIPMENT CO	SKID LOADER REPAIRS	07/25/2016	1,309.63	ROAD USE TAX FU
Total VETTER EQUIPMENT CO:			1,309.63	
WARREN COUNTY ENGINEER				
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	44.16	GENERAL FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	1,584.33	ROAD USE TAX FU
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	1,738.66	POLICE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	393.85	SEWER FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	701.43	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	454.29	AMBULANCE FUN
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	72.61	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	833.26	FIRE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	08/04/2016	81.06	PARK & RECREATI
Total WARREN COUNTY ENGINEER:			5,903.65	
WARREN COUNTY OIL				
WARREN COUNTY OIL	LP TANK RENT (OFFICE)	07/01/2016	39.00	SEWER FUND
WARREN COUNTY OIL	LP TANK RENT (R63)	07/01/2016	54.00	SEWER FUND
WARREN COUNTY OIL	GREENHOUSE TANK RENT	07/01/2016	30.00	PARK & RECREATI
Total WARREN COUNTY OIL:			123.00	
WARREN COUNTY RECORDER				
WARREN COUNTY RECORDER	REC FEES	07/13/2016	12.00	GENERAL FUND
Total WARREN COUNTY RECORDER:			12.00	
WASTE MANAGEMENT OF IOWA				
WASTE MANAGEMENT OF IOW	RECYCLING APT	08/01/2016	2,510.76	RECYCLING FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WASTE MANAGEMENT OF IOW	TRASH - AUG 2016	08/01/2016	32.00	ROAD USE TAX FU
WASTE MANAGEMENT OF IOW	RECYCLING TOTES 494-0152854-0516-1	08/01/2016	10.00	RECYCLING FUND
WASTE MANAGEMENT OF IOW	RECYCLING TOTES 494-0152855-0516-8	08/01/2016	10.00	RECYCLING FUND
WASTE MANAGEMENT OF IOW	RECYCLING RES 494-0152818-0516-6	08/04/2016	13,479.90	RECYCLING FUND

Total WASTE MANAGEMENT OF IOWA:

16,042.66

WATER ENVIRONMENT FEDERATION

WATER ENVIRONMENT FEDER	WEF MEMBERSHIP RENEWAL	08/01/2016	91.00	SEWER FUND
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Total WATER ENVIRONMENT FEDERATION:

91.00

WELLS FARGO CCER

WELLS FARGO CCER	USPS 18436506231205586 Mailing - Track Me	07/01/2016	13.45	PARK & RECREATI
WELLS FARGO CCER	INDEED Ad for Accountant Position	07/04/2016	75.19	GENERAL FUND
WELLS FARGO CCER	SQ CR SERVICES TP	07/06/2016	65.37	PARK & RECREATI
WELLS FARGO CCER	WAL-MART #1491 Misc supplies - 3 ring binde	07/07/2016	40.36	SEWER FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 Softball Concessi	07/08/2016	75.01	PARK & RECREATI
WELLS FARGO CCER	ORIENTAL TRADING CO Summer Program pr	07/11/2016	47.98	LIBRARY SPECIAL
WELLS FARGO CCER	BATTDEPOT Two laptop batteries	07/13/2016	53.90	LIBRARY FUND
WELLS FARGO CCER	HARRISON TRUCK CENTERS #7 belt	07/15/2016	47.88	ROAD USE TAX FU
WELLS FARGO CCER	FAREWAY STORES #657 MNO supplies	07/18/2016	375.00	POOL (MEMORIAL)
WELLS FARGO CCER	CROSS DILLON TIRE 334 front tires	07/18/2016	1,281.85	FIRE FUND
WELLS FARGO CCER	SQ CR SERVICES can liners , gojo	07/20/2016	69.29	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 X2 Alum Foil-3.48	07/21/2016	65.74	FIRE FUND
WELLS FARGO CCER	DMI DELL ARB BUS New Monitor for FD Billin	07/25/2016	98.21	GENERAL FUND
WELLS FARGO CCER	INDOFF INCORPORATED Supplies	07/27/2016	198.49	GENERAL FUND
WELLS FARGO CCER	SAFELITE AUTOGLASS Repairs	07/28/2016	274.84	POLICE FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIA supplies, con	07/28/2016	13.30	PARK & RECREATI
WELLS FARGO CCER	FUN EXPRESS Supplies	07/01/2016	47.59	PARK & RECREATI
WELLS FARGO CCER	INDOFF INCORPORATED Desk shelf for tech	07/06/2016	13.94	LIBRARY FUND
WELLS FARGO CCER	DOWNEY TIRES #247 Tire Rotation	07/07/2016	94.95	AMBULANCE FUN
WELLS FARGO CCER	HOBBS-LOBBY #258 Refund for unused SRP	07/08/2016	4.40-	LIBRARY SPECIAL
WELLS FARGO CCER	UPS 1ZFN508T0294456025 UPS Shipment of	07/11/2016	211.33	POLICE FUND
WELLS FARGO CCER	MCCOY TRUE VALUE Hardware to hang bin s	07/12/2016	9.75	GENERAL FUND
WELLS FARGO CCER	MOOD PANDORA Monthly Phone Hold Music	07/14/2016	26.95	GENERAL FUND
WELLS FARGO CCER	B&H PHOTO, 800-606-6969 Clerical Monitor	07/18/2016	79.99	POLICE FUND
WELLS FARGO CCER	WWW.NEWEGG.COM Cooler Master V650 for	07/18/2016	109.64	SEWER FUND
WELLS FARGO CCER	HARDEES 1503668 Meal for Indiana trip	07/20/2016	9.50	POLICE FUND
WELLS FARGO CCER	HERITAGE BUFFET Meal for Indiana Trip	07/21/2016	38.50	POLICE FUND
WELLS FARGO CCER	GARDEN AND ASSOCIATES LTD Stormwater	07/25/2016	569.00	GENERAL FUND
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQ EMS Su	07/26/2016	640.30	AMBULANCE FUN
WELLS FARGO CCER	MCCOY TRUE VALUE bolts con stand repair	07/27/2016	2.14	PARK & RECREATI
WELLS FARGO CCER	WAL-MART #1491 Pool cleaning supplies	07/28/2016	25.73	POOL (MEMORIAL)
WELLS FARGO CCER	SP STUDIO FUSCO Lamination for maps fair	07/29/2016	16.50	FIRE FUND
WELLS FARGO CCER	THEISENS #21 Light switch for bathroom. The	07/01/2016	5.69	SEWER FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 Batteries and Item	07/04/2016	64.55	POLICE FUND
WELLS FARGO CCER	DMI DELL ARB BUS Tower Server for e-mail	07/07/2016	296.79	CAPITAL PROJECT
WELLS FARGO CCER	NAPA PARTS 0000514 This should b the credi	07/08/2016	65.70-	ROAD USE TAX FU
WELLS FARGO CCER	ACCURATE HYDRAULICS AND M Unit 37 bre	07/11/2016	80.00	ROAD USE TAX FU
WELLS FARGO CCER	WAL-MART #1491 July 8 Lifeguard In-service	07/11/2016	46.15	POOL (MEMORIAL)
WELLS FARGO CCER	INDOFF INCORPORATED Office Supplies	07/13/2016	174.77	AMBULANCE FUN
WELLS FARGO CCER	DLH GRAFX T-Shirts - TBall League, Tennis, P	07/15/2016	799.66	PARK & RECREATI
WELLS FARGO CCER	AMAZON DIGITAL SVCS Outdoor movie musi	07/18/2016	.89	PARK & RECREATI
WELLS FARGO CCER	INDOFF INCORPORATED Cardstock	07/18/2016	14.67	LIBRARY FUND
WELLS FARGO CCER	AMAZON MKTPLACE PMTS Voice Recorders-	07/21/2016	159.96	POLICE FUND
WELLS FARGO CCER	DENNYS #8608 meal for Indiana trip	07/22/2016	19.08	POLICE FUND
WELLS FARGO CCER	B&H PHOTO, 800-606-6969 2 Battery Backups	07/26/2016	114.68	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	WAL-MART #1491 x1 Advil-3.98 and x1 Box of	07/27/2016	8.95	AMBULANCE FUN
WELLS FARGO CCER	UEI WATER PROGRAM Testing supplies for C	07/28/2016	50.00	SEWER FUND
WELLS FARGO CCER	ICMA ONLINE PURCHASES ICMA Conferenc	07/01/2016	655.00	GENERAL FUND
WELLS FARGO CCER	LOWES #00552 10 pool lounge chairs	07/06/2016	299.88	POOL (MEMORIAL)
WELLS FARGO CCER	MCCOY TRUE VALUE Drano for day room sin	07/07/2016	4.47	FIRE FUND
WELLS FARGO CCER	MENARDS DES MOINES IA Refund for unuse	07/08/2016	3.99-	LIBRARY SPECIAL
WELLS FARGO CCER	IEMSA Membership dues	07/11/2016	30.00	AMBULANCE FUN
WELLS FARGO CCER	WARREN COUNTY OIL 910.3 gallons of LP	07/12/2016	919.41	SEWER FUND
WELLS FARGO CCER	OREILLY AUTO 00003376 ventrac belt	07/14/2016	17.57	PARK & RECREATI
WELLS FARGO CCER	B&H PHOTO, 800-606-6969 Clerical Monitor	07/18/2016	79.99	POLICE FUND
WELLS FARGO CCER	THEISENS #21 cleaning brushes and gloves fo	07/18/2016	10.98	ROAD USE TAX FU
WELLS FARGO CCER	PILOT Fuel trip to Decorah	07/20/2016	88.05	FIRE FUND
WELLS FARGO CCER	BOB EVANS REST #0247 Meal for Indiana Tri	07/21/2016	24.08	POLICE FUND
WELLS FARGO CCER	USCC IVR Cell phone charges	07/25/2016	54.36	GENERAL FUND
WELLS FARGO CCER	SAMS CLUB #6344 Pool Concessions	07/26/2016	73.96	POOL (MEMORIAL)
WELLS FARGO CCER	B&H PHOTO, 800-606-6969 Security Camera	07/28/2016	145.00	POOL (MEMORIAL)
WELLS FARGO CCER	ULINE SHIP SUPPLIES 4 boxes of nitrile glov	07/28/2016	65.63	POOL (MEMORIAL)
WELLS FARGO CCER	MCCOY TRUE VALUE Glass cleaner	07/29/2016	5.92	SEWER FUND
WELLS FARGO CCER	FACEBOOK FKEKV92RU2 MPS Pool Party ad	07/01/2016	75.00	POOL (MEMORIAL)
WELLS FARGO CCER	IN GREEN ACRES GARDEN CE Plants for Ea	07/04/2016	384.90	LIBRARY SPECIAL
WELLS FARGO CCER	OREILLY AUTO 00003376 Mixing cups for ad	07/07/2016	3.71	ROAD USE TAX FU
WELLS FARGO CCER	VAN WALL EQUIPMENT #8 hydro hose	07/08/2016	79.06	ROAD USE TAX FU
WELLS FARGO CCER	NAPA PARTS 0000514 Unit 08 radio repair	07/11/2016	3.52	ROAD USE TAX FU
WELLS FARGO CCER	LOWES #02648 10 Chaise Lounge Chairs	07/11/2016	481.29	POOL (MEMORIAL)
WELLS FARGO CCER	OREILLY AUTO 00003376 filters	07/13/2016	40.70	PARK & RECREATI
WELLS FARGO CCER	TUNDRA SPECIALTIES INC Food product lab	07/15/2016	95.85	POOL (MEMORIAL)
WELLS FARGO CCER	GOTPRINT.COM Free admission tickets	07/18/2016	15.50	POOL (MEMORIAL)
WELLS FARGO CCER	THEISENS #21 work light and AA batteries	07/20/2016	46.88	PARK & RECREATI
WELLS FARGO CCER	SAPP BROS TRAVEL CENTE	07/21/2016	29.09	POLICE FUND
WELLS FARGO CCER	SQ THE OUTSIDE SCO SRP - Teen volunteer	07/22/2016	6.36	LIBRARY SPECIAL
WELLS FARGO CCER	USPS 18436506231205586 Postage to return	07/26/2016	15.35	GENERAL FUND
WELLS FARGO CCER	TMS INDIANOLA CHAMBER Chamber Cafe re	07/27/2016	15.00	PARK & RECREATI
WELLS FARGO CCER	WAL-MART #1491 Event Snacks	07/28/2016	38.58	PARK & RECREATI
WELLS FARGO CCER	THEISENS #21 T-posts and PVC pipe for mark	07/28/2016	27.33	SEWER FUND
WELLS FARGO CCER	SIRCHIE FINGER PRINT LABO Evidence Sup	07/01/2016	245.65	POLICE FUND
WELLS FARGO CCER	NAPA PARTS 0000514 Hose clamps	07/04/2016	28.40	ROAD USE TAX FU
WELLS FARGO CCER	ICMA ONLINE PURCHASES Ad for Asst CM/	07/07/2016	74.25	GENERAL FUND
WELLS FARGO CCER	OREILLY AUTO 00003376 Unit 07 parts for du	07/08/2016	9.06	ROAD USE TAX FU
WELLS FARGO CCER	CONSTRUCTION & AGGREGATE 110-2100-6	07/11/2016	9.90	ROAD USE TAX FU
WELLS FARGO CCER	WAL-MART #1491 Refund for unused SRP ad	07/11/2016	11.62-	LIBRARY SPECIAL
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIA Wood for Sho	07/13/2016	422.45	ROAD USE TAX FU
WELLS FARGO CCER	WAL-MART #1491 Teen SRP supplies - sharpi	07/15/2016	7.94	LIBRARY SPECIAL
WELLS FARGO CCER	SAMSCLUB #6344 Pool Concessions	07/18/2016	157.44	POOL (MEMORIAL)
WELLS FARGO CCER	MCCOY TRUE VALUE Air compressor-fire ext.	07/18/2016	170.99	FIRE FUND
WELLS FARGO CCER	OFFICESUPPLY.COM Colored paper	07/20/2016	205.12	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 light bulbs and bat	07/21/2016	55.53	SEWER FUND
WELLS FARGO CCER	MYCREATIVESHOP.COM Advertising softwar	07/25/2016	19.95	POOL (MEMORIAL)
WELLS FARGO CCER	SQ CR SERVICES x2 Swinger Loop Mop Hea	07/27/2016	156.06	FIRE FUND
WELLS FARGO CCER	WAL-MART #1491 Books for reading log prizes	07/28/2016	280.71	LIBRARY SPECIAL
WELLS FARGO CCER	MCCOY TRUE VALUE supplies, con stand rep	07/28/2016	21.61	PARK & RECREATI
WELLS FARGO CCER	PSN INDIANOLA UTILITIES Pool utilities - Jun	07/01/2016	2,131.30	POOL (MEMORIAL)
WELLS FARGO CCER	CNM OUTDOOR EQUIPM Synthetic Oil 6-Pac	07/04/2016	25.52	PARK & RECREATI
WELLS FARGO CCER	MCCOY TRUE VALUE Strap hinges for shop	07/07/2016	36.86	ROAD USE TAX FU
WELLS FARGO CCER	BASCOM TRUCK AND AUTOMOTI Front end	07/08/2016	439.23	FIRE FUND
WELLS FARGO CCER	NAPA PARTS 0000514 #8hydro hose	07/11/2016	122.43	ROAD USE TAX FU
WELLS FARGO CCER	INDIANOLA PIZZA RANCH Senior Center Lun	07/11/2016	106.25	PARK & RECREATI
WELLS FARGO CCER	INDOFF INCORPORATED Labels	07/13/2016	38.00	LIBRARY SPECIAL
WELLS FARGO CCER	WAL-MART #1491 Supplies	07/15/2016	52.30	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	GOTPRINT.COM Marketing materials	07/18/2016	182.98	POOL (MEMORIAL)
WELLS FARGO CCER	CNM OUTDOOR EQUIPM 110-2100-65070-T	07/20/2016	56.98	ROAD USE TAX FU
WELLS FARGO CCER	BP#8145393FAST AVE 1 STO	07/21/2016	29.43	POLICE FUND
WELLS FARGO CCER	SHUTTERFLY MPS Pool Party thank you card	07/22/2016	21.53	POOL (MEMORIAL)
WELLS FARGO CCER	NORRIS AUTOMOTIVE INC Unit 41 repair	07/26/2016	311.71	ROAD USE TAX FU
WELLS FARGO CCER	SQ CR SERVICES TP	07/27/2016	65.37	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491 Warren Co Fair S	07/28/2016	89.33	PARK & RECREATI
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIA gate supplies	07/28/2016	5.77	PARK & RECREATI
WELLS FARGO CCER	THEISENS #21 Bolts for hitch on truck 24	07/01/2016	5.59	ROAD USE TAX FU
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIA #9 side board	07/04/2016	27.64	ROAD USE TAX FU
WELLS FARGO CCER	GOTPRINT.COM Marketing materials - pool re	07/06/2016	91.85	POOL (MEMORIAL)
WELLS FARGO CCER	MCCOY TRUE VALUE Hardware anchor	07/07/2016	14.84	PARK & RECREATI
WELLS FARGO CCER	TLF ADEL FLOWERS AND GIFT Flower arran	07/11/2016	58.50	GENERAL FUND
WELLS FARGO CCER	RHODE ISLAND NOVELTY Summer Program	07/11/2016	42.60	LIBRARY SPECIAL
WELLS FARGO CCER	MCCOY TRUE VALUE clamps for new concret	07/13/2016	6.74	ROAD USE TAX FU
WELLS FARGO CCER	HY VEE 1271 Refreshments for Library director	07/15/2016	20.23	LIBRARY FUND
WELLS FARGO CCER	SAMS CLUB #6344 MNO supplies	07/18/2016	123.70	POOL (MEMORIAL)
WELLS FARGO CCER	WM SUPERCENTER #1491 Two flash drives p	07/18/2016	15.94	FIRE FUND
WELLS FARGO CCER	OREILLY AUTO 00003376 wiper blade	07/20/2016	19.18	PARK & RECREATI
WELLS FARGO CCER	KUM & GO #124 Fuel trip to Decorah with 334	07/21/2016	103.46	FIRE FUND
WELLS FARGO CCER	WAL-MART #1491 Supplies For Fair Trailer- S	07/25/2016	36.33	FIRE FUND
WELLS FARGO CCER	KUM & GO #121 gas for gray avenger	07/27/2016	33.03	POLICE FUND
WELLS FARGO CCER	SAFELITE AUTOGLASS Repairs	07/28/2016	371.14	POLICE FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIA supplies , con	07/28/2016	21.31	PARK & RECREATI
WELLS FARGO CCER	ADOBE CREATIVE CLOUD Monthly subscript	07/01/2016	49.99	PARK & RECREATI
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQ EMS Su	07/06/2016	844.41	AMBULANCE FUN
WELLS FARGO CCER	THEISENS #21 Battery for shop	07/07/2016	14.99	ROAD USE TAX FU
WELLS FARGO CCER	OREILLY AUTO 00003376 Def for Ambulance	07/08/2016	171.02	AMBULANCE FUN
WELLS FARGO CCER	UPS 1ZFN508T0290021019 UPS shipment of	07/11/2016	211.33	POLICE FUND
WELLS FARGO CCER	WAL-MART #1491 Softball Concessions	07/11/2016	76.60	PARK & RECREATI
WELLS FARGO CCER	PROVANTAGE LLC Wireless Access Point	07/14/2016	260.35	GENERAL FUND
WELLS FARGO CCER	JIMMY JOHNS # 1091 - Meals Library Director	07/18/2016	44.75	LIBRARY FUND
WELLS FARGO CCER	WM SUPERCENTER #1491 Softball Concessi	07/18/2016	3.98	PARK & RECREATI
WELLS FARGO CCER	HARDEES 1503668 Meal for Indiana trip	07/20/2016	9.18	POLICE FUND
WELLS FARGO CCER	AMERISTAR HOTEL Hotel for Indiana trip	07/21/2016	84.15	POLICE FUND
WELLS FARGO CCER	MCCOY TRUE VALUE	07/22/2016	26.97	PARK & RECREATI
WELLS FARGO CCER	HY VEE 1271 Red Solo cups for Warren Count	07/26/2016	15.00	AMBULANCE FUN
WELLS FARGO CCER	THEISENS #21 gate post pickard	07/27/2016	182.76	PARK & RECREATI
WELLS FARGO CCER	SAMS CLUB #6344 Pool Concessions	07/28/2016	44.12	POOL (MEMORIAL)
WELLS FARGO CCER	WM SUPERCENTER #1491 Office Supplies	07/29/2016	42.68	POLICE FUND
WELLS FARGO CCER	MCCOY TRUE VALUE supplies, con stand rep	07/28/2016	15.29	PARK & RECREATI
WELLS FARGO CCER	GIH GLOBALINDUSTRIALEQ Bins for Server	07/04/2016	74.38	GENERAL FUND
WELLS FARGO CCER	MCCOY TRUE VALUE Concrete patch and tro	07/06/2016	23.38	POOL (MEMORIAL)
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQ EMS Su	07/07/2016	992.01	AMBULANCE FUN
WELLS FARGO CCER	OFFICEMAX/OFFICE DEPOT684 one month p	07/08/2016	22.25	POOL (MEMORIAL)
WELLS FARGO CCER	MCCOY TRUE VALUE Trash Can Replaceme	07/11/2016	17.99	FIRE FUND
WELLS FARGO CCER	WAL-MART #1491 Softball Concessions	07/12/2016	13.88	PARK & RECREATI
WELLS FARGO CCER	CDW GOVERNMENT Windows Server 2012 R	07/14/2016	604.46	CAPITAL PROJECT
WELLS FARGO CCER	DSG Firearms cleaning supplies	07/18/2016	285.95	POLICE FUND
WELLS FARGO CCER	BROWNELLS INC Firearms Instructor ear prot	07/18/2016	310.97	POLICE FUND
WELLS FARGO CCER	CNM OUTDOOR EQUIPM repair saw rope	07/20/2016	24.00	PARK & RECREATI
WELLS FARGO CCER	PILOT Gas for Indiana Trip	07/21/2016	18.64	POLICE FUND
WELLS FARGO CCER	DMI DELL ARB BUS New Monitor for FD Billin	07/25/2016	98.21	FIRE FUND
WELLS FARGO CCER	VAN WALL EQUIPMENT repair shifter on JD 6	07/26/2016	299.17	PARK & RECREATI
WELLS FARGO CCER	TOMPKINS INDUSTRIES, INC unit 8 parts	07/28/2016	97.92	ROAD USE TAX FU
WELLS FARGO CCER	OREILLY AUTO 00003376 lock tite	07/28/2016	13.49	PARK & RECREATI
WELLS FARGO CCER	SQ CR SERVICES 1 box toilet paper and 1 bo	07/29/2016	131.64	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total WELLS FARGO CCER:			21,972.26	
WIEGERT DISPOSAL CO.				
WIEGERT DISPOSAL CO.	DUMPSTER - SOFTBALL	08/01/2016	125.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - PARKS	08/01/2016	185.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - ACT. CENTER	08/01/2016	25.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - MAC	08/01/2016	35.00	POOL (MEMORIAL)
Total WIEGERT DISPOSAL CO.:			370.00	
WOOD ROOFING COMPANY				
WOOD ROOFING COMPANY	LEAK REPAIRS	08/03/2016	545.00	LIBRARY FUND
Total WOOD ROOFING COMPANY:			545.00	
WOOSLEY LANDSCAPING & MOWING				
WOOSLEY LANDSCAPING & M	MOWING - PLANT	08/01/2016	1,000.00	SEWER FUND
WOOSLEY LANDSCAPING & M	MOWING - LIFTS	08/01/2016	300.00	SEWER FUND
Total WOOSLEY LANDSCAPING & MOWING:			1,300.00	
WREEVES AND ASSOCIATES INC				
WREEVES AND ASSOCIATES I	EMERGENCY LIGHT	07/26/2016	116.40	FIRE FUND
Total WREEVES AND ASSOCIATES INC:			116.40	
WT. COX SUBSCRIPTIONS				
WT. COX SUBSCRIPTIONS	MAGAZINE ANNUAL RENEWALS	08/08/2016	2,573.28	LIBRARY FUND
Total WT. COX SUBSCRIPTIONS:			2,573.28	
Grand Totals:			219,344.05	

City Council: _____

Meeting Date: 08/15/2016

Information

Subject

City Treasurer's Report - Doug Shull

Information

Fiscal Impact

Attachments

July 2016 Treasurer Report

July 2015 Treasurer Report

FINANCIAL REPORT
MONTH OF JULY, 2016

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FUND	Beginning Balance	Monies Received	Monies Disbursed	Transfer In	Transfer Out	Clerk's Balance	% of Total
001 General Government	1,605,782.74	46,705.24	210,734.33	130,580.44	2,518.73	1,569,815.36	
011 Police	828,321.15	6,510.37	298,665.45	30,741.20	309.00	566,598.27	
015 Fire	533,885.42	3,079.29	60,617.47	762.11	24.72	477,084.63	
016 Ambulance	320,187.29	54,486.54	110,030.08	402.38	5,572.66	259,473.47	
041 Library	43,603.06	2,337.42	72,996.73	802.63	61.80	-26,315.42	
042 Park & Recreation	478,555.49	63,787.51	142,417.66	909.27	108.15	400,726.46	
045 Memorial Pool	25,744.38	20,528.78	52,882.45	0.00	0.00	-6,609.29	
071 General Fund Deb Service	54,750.31	271.17	0.00	0.00	0.00	55,021.48	
099 Franchise Fees-MEC	476,911.18	0.00	0.00	0.00	0.00	476,911.18	
GENERAL FUND SUB-TOTAL	4,367,741.02	197,706.32	948,344.17	164,198.03	8,595.06	3,772,706.14	
110 Road Use Tax (Streets)	1,225,218.73	144,026.23	138,363.52	0.00	16,449.82	1,214,431.62	
112 Trust & Agency	0.00	7,109.25	0.00	0.00	7,109.25	0.00	
115 YMCA Maintenance Obligations	185,566.46	0.00	375.00	0.00	0.00	185,191.46	
125 TIF--Downtown	949,928.08	3,242.89	0.00	0.00	0.00	953,170.97	
126 TIF--East Hwy 92	0.00	0.00	0.00	0.00	0.00	0.00	
127 TIF--Hillcrest/Industrial Park	0.00	71,492.84	0.00	0.00	0.00	71,492.84	
141 Library Special Revenue	37,191.87	740.54	1,817.68	0.00	0.00	36,114.73	
142 Park & Rec Special Revenue	140,751.58	1,170.09	187.71	0.00	0.00	141,733.96	
160 Downtown Revolving Loan	149,711.06	0.00	0.00	0.00	0.00	149,711.06	
161 Downtown Business Inc Program	32,715.21	0.00	0.00	0.00	0.00	32,715.21	
177 Police Forfeiture	19,830.07	0.00	0.00	0.00	0.00	19,830.07	
190 Vehicle Reserve	67,351.61	0.00	0.00	2,333.33	0.00	69,684.94	
199 Police Retirement	89,870.68	22.87	0.00	0.00	1,041.67	88,851.88	
SPECIAL REVENUES SUB-TOTAL	2,898,135.35	227,804.71	140,743.91	2,333.33	24,600.74	2,962,928.74	
200 DEBT SERVICE (SUB-TOTAL)	1,209,909.72	6,409.29	145,200.95	35,166.66	0.00	1,106,284.72	
301 Capital Projects (General)	406,191.75	1,592.64	0.00	0.00	0.00	407,784.39	
321 Capital Projects (Streets)	126,163.57	0.00	2,007.50	0.00	0.00	124,156.07	
344 Community Athletic Facility	2,601.31	0.78	105.15	0.00	0.00	2,496.94	
353 Community ReDevelopment (D&D)	-52,194.89	0.00	0.00	0.00	0.00	-52,194.89	
CAPITAL PROJECTS SUB-TOTAL	482,761.74	1,593.42	2,112.65	0.00	0.00	482,242.51	
610 Sewer	589,650.18	0.00	86,671.21	137,800.00	37,102.26	603,676.71	
650 Stormwater Utility	502,132.59	16,754.33	1,420.08	0.00	5,050.00	512,416.84	
670 Recycling	90,333.46	18,664.39	16,313.91	0.00	1,541.67	91,142.27	
710 Sewer Capital Projects	414,588.95	255,500.76	10,511.84	0.00	209,616.66	449,961.21	
771 Sewer Reserve	114,238.70	0.00	0.00	0.00	0.00	114,238.70	
781 Sewer Plant Improvement	367,572.47	0.00	0.00	2,083.33	0.00	369,655.80	
791 Sewer Revenue Bonds	301,862.80	0.00	0.00	58,250.00	0.00	360,112.80	
820 Health Insurance	690,402.34	121,390.01	110,501.60	0.00	0.00	701,290.75	
830 Health Reimbursement Account	243,539.22	0.00	5,694.08	0.00	0.00	237,845.14	
840 Flex/STD	204,708.22	4,038.37	2,869.01	1,328.70	0.00	207,206.28	
850 Liability Insurance Reserve--City	27,796.22	6.76	0.00	0.00	0.00	27,802.98	
CITY UTILITY & IS SUB-TOTAL	3,546,825.15	416,354.62	233,981.73	199,462.03	253,310.59	3,675,349.48	
TOTAL CITY FUNDS	12,505,372.98	849,868.36	1,470,383.41	401,160.05	286,506.39	11,999,511.59	61%
TOTAL IMU FUNDS	7,460,216.84	1,722,752.38	1,279,991.97	153,525.01	268,178.67	7,788,323.59	39%
GRAND TOTAL CITY & IMU	19,965,589.82	2,572,620.74	2,750,375.38	554,685.06	554,685.06	19,787,835.18	
Cross Check Total						19,787,835.18	
Investments							
Bankers Trust	\$ 17,192,591.56	1.63%				Clerk's Balance	19,787,835.18
Iowa Public Agency Inv. Trust	\$ 111,142.35	0.051%				Plus Outstanding Checks	249,241.34
Payroll Account, City State Bank	\$ -	Earnings Credit					
Checking Account, City State Bank	\$ 240,928.98	Earnings Credit				Oustanding Deposit	-25,659.51
Checking & Payroll Account, Community Bank	\$ -						
Sweep Account, City State Bank	\$ 2,463,983.80	0.40%					
Wells Fargo	\$ 2,770.32						
BANK BALANCE	20,011,417.01						20,011,417.01

600 Water	48,297.33	201,722.87	122,993.29	0.00	100,251.52	26,775.39
620 IMU Administration	0.00	0.00	15,614.76	0.00	34,025.01	-49,639.77
625 Revolving Economic Development	106,950.27	26.50	0.00	0.00	0.00	106,976.77
626 USDA RLF	300,000.00	0.00	0.00	0.00	0.00	300,000.00
630 Electric	1,874,569.31	1,397,229.37	1,083,326.95	22,566.67	133,897.97	2,077,140.43
640 Fiber/Communications	260,310.17	28,551.54	6,605.83	0.00	4.17	282,251.71
700 Water Capital Projects	988,881.55	0.00	30,412.48	35,991.67	0.00	994,460.74
730 Electric Capital Projects	3,241,995.03	95,218.47	21,038.66	0.00	0.00	3,316,174.84
740 Fiber/Comm Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
770 Water Reserve	135,000.00	0.00	0.00	0.00	0.00	135,000.00
773 Electric Reserve	0.00	0.00	0.00	0.00	0.00	0.00
780 Water Capital Improvement	75,000.00	0.00	0.00	0.00	0.00	75,000.00
783 Electric Improvement	0.00	0.00	0.00	0.00	0.00	0.00
790 Water Revenue Bonds	160,382.18	0.00	0.00	23,066.67	0.00	183,448.85
793 Electric Revenue Bonds	253,973.79	0.00	0.00	71,900.00	0.00	325,873.79
855 Liability Insurance Reserve--IMU	14,857.21	3.63	0.00	0.00	0.00	14,860.84
IMU SUB-TOTAL	7,460,216.84	1,722,752.38	1,279,991.97	153,525.01	268,178.67	7,788,323.59

INTEREST DISTRIBUTION	INTEREST			
	INCOME	% OF TOTAL	CALYTD	FYTD
Electric Funds	\$ 1,518.23	29.21%	\$ 44,079.36	\$ 1,518.23
Water Funds	\$ 366.89	7.06%	\$ 9,644.07	\$ 366.89
Sewer Funds	\$ 470.31	9.05%	\$ 12,030.62	\$ 470.31
Police Retirement	\$ 22.87	0.44%	\$ 702.22	\$ 22.87
Community Redevelopment	\$ -	0.00%	\$ -	\$ -
All other	\$ 2,818.46	54.23%	\$ 85,326.66	\$ 2,818.46
TOTAL	\$ 5,196.76	100.00%	\$ 151,782.93	\$ 5,196.76

FINANCIAL REPORT
MONTH OF JULY, 2015

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FUND	Beginning Balance	Monies Received	Monies Disbursed	Transfer In	Transfer Out	Clerk's Balance	% of Total
001 General Government	1,178,428.21	71,749.93	224,866.89	115,991.67	15,968.73	1,125,334.19	
011 Police	502,438.21	7,365.35	298,930.91	27,386.05	23,424.45	214,834.25	
015 Fire	323,321.42	5,763.71	55,687.14	633.37	2,004.72	272,026.64	
016 Ambulance	351,755.33	56,587.86	100,369.77	335.05	13,492.66	294,815.81	
041 Library	17,605.88	2,689.10	57,047.91	1,169.35	4,461.80	-40,045.38	
042 Park & Recreation	481,149.40	37,510.42	131,798.89	450.81	8,923.60	378,388.14	
045 Memorial Pool	-30,355.52	29,513.85	53,508.87	0.00	0.00	-54,350.54	
071 General Fund Deb Service	55,586.89	317.70	0.00	0.00	0.00	55,904.59	
099 Franchise Fees-MEC	368,123.56	17,962.14	0.00	0.00	0.00	386,085.70	
GENERAL FUND SUB-TOTAL	3,248,053.38	229,460.06	922,210.38	145,966.30	68,275.96	2,632,993.40	
110 Road Use Tax (Streets)	1,099,500.57	178,246.59	118,072.60	0.00	23,566.48	1,136,108.08	
112 Trust & Agency	0.00	5,099.63	0.00	0.00	5,099.63	0.00	
115 YMCA Maintenance Obligations	93,081.46	0.00	0.00	0.00	0.00	93,081.46	
125 TIF--Downtown	387,407.67	2,801.93	0.00	0.00	0.00	390,209.60	
126 TIF--East Hwy 92	15,780.80	0.00	0.00	0.00	0.00	15,780.80	
127 TIF--Hillcrest/Industrial Park	89,040.48	2,351.88	10,974.98	0.00	0.00	80,417.38	
141 Library Special Revenue	36,062.40	191.92	1,335.49	0.00	0.00	34,918.83	
142 Park & Rec Special Revenue	134,368.51	2,847.11	824.50	0.00	0.00	136,391.12	
160 Downtown Revolving Loan	64,094.33	0.00	0.00	0.00	0.00	64,094.33	
161 Downtown Business Inc Program	64,350.63	0.00	495.00	0.00	0.00	63,855.63	
177 Police Forfeiture	19,830.07	0.00	0.00	0.00	0.00	19,830.07	
190 Vehicle Reserve	66,104.39	0.00	0.00	2,083.33	0.00	68,187.72	
199 Police Retirement	100,862.65	141.89	0.00	0.00	1,041.67	99,962.87	
SPECIAL REVENUES SUB-TOTAL	2,170,483.96	191,680.95	131,702.57	2,083.33	29,707.78	2,202,837.89	
200 DEBT SERVICE (SUB-TOTAL)	1,275,262.27	6,932.63	0.00	51,600.00	0.00	1,333,794.90	
301 Capital Projects (General)	120,890.49	12,050.74	30,951.50	0.00	0.00	101,989.73	
321 Capital Projects (Streets)	-163,832.05	12,597.50	1,514.00	0.00	0.00	-152,748.55	
344 Community Athletic Facility	5,987.08	8.69	266.88	0.00	0.00	5,728.89	
353 Community ReDevelopment (D&D)	-43,589.89	0.00	0.00	0.00	0.00	-43,589.89	
CAPITAL PROJECTS SUB-TOTAL	-80,544.37	24,656.93	32,732.38	0.00	0.00	-88,619.82	
610 Sewer	290,500.62	0.00	104,446.49	143,725.00	41,435.59	288,343.54	
650 Stormwater Utility	427,389.28	16,468.78	0.00	0.00	5,116.67	438,741.39	
670 Recycling	77,429.75	17,243.48	15,478.30	0.00	1,508.33	77,686.60	
710 Sewer Capital Projects	315,026.83	238,802.41	69,517.91	0.00	231,466.67	252,844.66	
771 Sewer Reserve	114,238.70	0.00	0.00	0.00	0.00	114,238.70	
781 Sewer Plant Improvement	342,572.51	0.00	0.00	2,083.33	0.00	344,655.84	
791 Sewer Revenue Bonds	265,244.52	0.00	0.00	58,791.67	0.00	324,036.19	
820 Health Insurance	948,645.16	110,761.96	96,123.33	0.00	0.00	963,283.79	
830 Health Reimbursement Account	229,857.16	0.00	0.00	103,358.00	0.00	333,215.16	
840 Flex/STD	214,691.28	2,963.10	5,711.28	1,375.05	0.00	213,318.15	
850 Liability Insurance Reserve--City	36,508.47	49.23	0.00	0.00	0.00	36,557.70	
CITY UTILITY & IS SUB-TOTAL	3,262,104.28	386,288.96	291,277.31	309,333.05	279,527.26	3,386,921.72	
TOTAL CITY FUNDS	9,875,359.52	839,019.53	1,377,922.64	508,982.68	377,511.00	9,467,928.09	59%
TOTAL IMU FUNDS	7,343,202.82	1,358,719.16	2,109,632.07	270,016.68	401,488.36	6,460,818.23	41%
GRAND TOTAL CITY & IMU	17,218,562.34	2,197,738.69	3,487,554.71	778,999.36	778,999.36	15,928,746.32	
Cross Check Total						15,928,746.32	
Investments							
Bankers Trust	\$ 14,944,747.75	1.98%				Clerk's Balance	15,928,746.32
Iowa Public Agency Inv. Trust	\$ 111,117.67	0.010%				Plus Outstanding Checks	211,228.92
Payroll Account, City State Bank	\$ -	Earnings Credit				Oustanding Deposit	-17,079.36
Checking Account, City State Bank	\$ 244,035.22	Earnings Credit					
Checking & Payroll Account, Community Bank	\$ -						
Sweep Account, City State Bank	\$ 822,995.24	0.34%					
BANK BALANCE	16,122,895.88					16,122,895.88	

600 Water	114,848.07	191,227.42	109,209.89	0.00	142,351.04	54,514.56
620 IMU Administration	0.00	0.00	83,187.93	175,200.00	36,445.13	55,566.94
625 Revolving Economic Development	104,881.03	144.78	0.00	0.00	0.00	105,025.81
626 USDA RLF	225,000.00	0.00	0.00	0.00	0.00	225,000.00
630 Electric	2,258,405.64	1,022,476.93	1,860,668.47	22,566.67	207,058.85	1,235,721.92
640 Fiber/Communications	305,683.79	24,084.22	3,022.33	0.00	15,633.34	311,112.34
700 Water Capital Projects	921,691.87	0.00	1,324.97	35,991.67	0.00	956,358.57
730 Electric Capital Projects	2,746,832.21	120,762.64	52,218.48	-58,333.33	0.00	2,757,043.04
740 Fiber/Comm Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00
770 Water Reserve	135,000.00	0.00	0.00	0.00	0.00	135,000.00
773 Electric Reserve	0.00	0.00	0.00	0.00	0.00	0.00
780 Water Capital Improvement	75,000.00	0.00	0.00	0.00	0.00	75,000.00
783 Electric Improvement	0.00	0.00	0.00	0.00	0.00	0.00
790 Water Revenue Bonds	160,842.18	0.00	0.00	22,925.00	0.00	183,767.18
793 Electric Revenue Bonds	278,961.62	0.00	0.00	71,666.67	0.00	350,628.29
855 Liability Insurance Reserve--IMU	16,056.41	23.17	0.00	0.00	0.00	16,079.58
IMU SUB-TOTAL	7,343,202.82	1,358,719.16	2,109,632.07	270,016.68	401,488.36	6,460,818.23

INTEREST DISTRIBUTION

	INTEREST			
	INCOME	% OF TOTAL	CALYTD	FYTD
Electric Funds	\$ 7,998.25	27.62%	\$ 65,157.45	\$ 7,998.25
Water Funds	\$ 2,287.69	7.90%	\$ 15,140.16	\$ 2,287.69
Sewer Funds	\$ 2,281.90	7.88%	\$ 16,083.26	\$ 2,281.90
Police Retirement	\$ 141.89	0.49%	\$ 1,018.87	\$ 141.89
Community Redevelopment	\$ -	0.00%	\$ 12,930.95	\$ -
All other	\$ 16,248.44	56.11%	\$ 77,049.63	\$ 16,248.44
TOTAL	\$ 28,958.17	100.00%	\$ 187,380.32	\$ 28,958.17

Meeting Date: 08/15/2016

Information

Subject

Presentation of distinguished service award to Library Director Joyce Godwin

Information

Mayor Shaw will present a plaque to Library Director Joyce Godwin for her dedicated years of service from June 1, 1999 to September 2, 2016.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 08/15/2016

Information

Subject

Public hearing and first consideration on whether to amend Indianola Code Chapter 69 to restrict parking on the east side of "G" Street south to corner

Information

Council needs to hold a public hearing and first consideration to amend Chapter 69 to restrict parking on "G" Street 20 yards from the intersection of "G" and Ashland. Police Chief Button received an e-mail (packet) requesting no parking on the east side of "G" Street between Salem and Ashland.

In your packet are photo's with vehicles parked along the east side of the street and since there is a crest at the top of the hill at Ashland, southbound vehicles do not see the northbound cars. Chief Button and Street Superintendent Ed Yando feel this is a safety issue and recommend painting the curb.

Simple motion is in order.

Fiscal Impact

Attachments

No Parking Information
Ordinance

From: "Brenda Conklin" <brendaconk88@gmail.com>

Sent: Monday, July 18, 2016 5:00 PM

To: dbutton@cityofindianola.com

Subject: street parking

Hi Dave

Was wondering if you would consider orange no parking curb paint on the east side of G Street between Salem and Ashland? Two to three cars are always parked there on the incline closer to Ashland I feel it is a danger when passing them as you cant see if someone is coming in your lane.

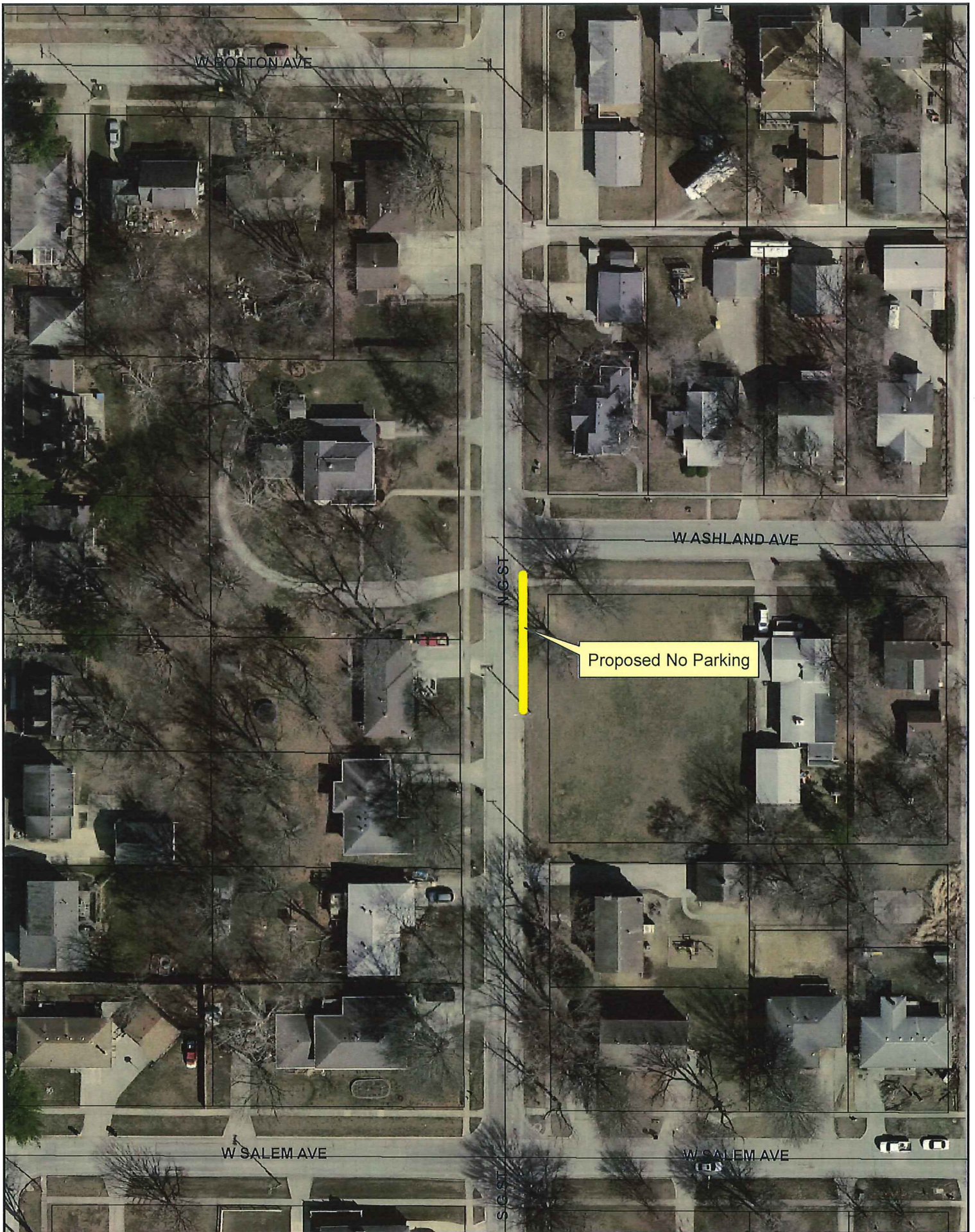
Would appreciate someone taking a close look at this situation.

Thank you

Brenda Conklin

Attachments:

- photo 1.JPG
- photo 2.JPG



Proposed No Parking Area
North G Street / West Ashland Avenue



"G" Street Northbound



"G" Street Southbound

ORDINANCE NO. - _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA BY AMENDING INDIANOLA CODE CHAPTER 69 TO RESTRICT PARKING ON EAST SIDE OF “G” STREET SOUTH OF ASHLAND TO CORNER

WHEREAS, City staff has recommended that the East side of “G” Street South of Ashland to corner be designated as “No Parking” and the curb be painted yellow accordingly; and

WHEREAS, a notice was published in accordance with law, and a hearing was held on August 15, 2016, as provided by law, and the City Council now deems it reasonable and appropriate to designate the “No Parking” area.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1: That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by designating the East side of “G” Street South of Ashland to corner as “No Parking.”

Section 2: That the curb be painted yellow in accordance with this Ordinance and the Code to implement the parking restrictions.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____ 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

Meeting Date: 08/15/2016

Information

Subject

Final consideration on whether to amend Indianola Code Chapter 65 to include stop signs and Chapter 69 to restrict parking on the East Trail Ridge Avenue, East Scenic Valley Avenue, North 3rd Lane and North 6th Street

Information

Council needs to hold the final consideration of an amendment to the parking and stop sign ordinance. In your packet is the no parking and stop sign ordinance and map. Staff is requesting to designate stop signs at the following locations:

- Northeast corner of North 6th Street and East Scenic Valley Avenue
- Southeast corner of North 3rd Avenue and East Trail Ridge Avenue
- Southwest corner of East Trail Ridge Avenue and North 6th Street

And designating no parking at the following locations:

- The south side of East Trail Ridge Avenue and East Scenic Valley Avenue
- The east side of North 3rd Lane and North 6th Street

Tim Walpole of the 360 Group has been notified.

Roll call is in order.

Fiscal Impact

Attachments

Ordinance

Map

ORDINANCE NO. - _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA BY AMENDING INDIANOLA CODE CHAPTER 65 TO INCLUDE STOP SIGNS AND CHAPTER 69 TO RESTRICT PARKING ON EAST TRAIL RIDGE AVENUE, EAST SCENIC VALLEY AVENUE, NORTH 3RD LANE AND NORTH 6TH STREET

WHEREAS, City staff has recommended that stop signs be added at certain locations and that the south side of East Trail Ridge Avenue and East Scenic Valley Avenue and the east side of North 3rd Lane and North 6th Street be designated as “No Parking” and signs be placed accordingly; and

WHEREAS, a notice was published in accordance with law, and a hearing was held on July 18, 2016, as provided by law, and the City Council now deems it reasonable and appropriate to approve the stop signs and to designate the “No Parking” areas.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by designating the following locations for placement of stop signs:

Northeast corner of North 6th Street and East Scenic Valley Avenue

Southeast corner of North 3rd Avenue and East Trail Ridge Avenue

Southwest corner of East Trail Ridge Avenue and North 6th Street

Section 2: That the Municipal Code of the City of Indianola, Iowa be and it is hereby amended by designating the south side of East Trail Ridge Avenue and East Scenic Valley Avenue and the east side of North 3rd Lane and North 6th Street as “No Parking.”

Section 3: That signs shall be placed in accordance with this Ordinance and Chapter 61 of the Code to implement the parking restrictions.

Section 4: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____ 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 08/15/2016

Information

Subject

Resolution approving the preliminary plat of Prairie Glynn Plat 2 (P&Z approved unanimously on August 9, 2016)

Information

Council needs to consider approval of the resolution and plat (packet). The plat is located along North 15th Street lying between the Ashton Park and Prairie Glynn subdivisions. The plat further indicates an extension of East Euclid Avenue to the east approximately 1,425' along with the extension of North 16th and North 17th Streets north to Euclid Avenue and containing 21 lots on 6.695 acres.

Although there may be people in the neighborhood objecting to the street extensions, combining the two subdivisions is a positive action for several reasons. This will eliminate two current dead-end streets and a future dead end street. East Euclid Avenue is a collector street allowing traffic within two neighborhoods to connect easily to Hwy. 65-69. Also there will be easier access for snow removal and emergency vehicles. Furthermore, storm water drainage issues from the north can be designed more effectively by keeping a large amount of water drainage in the street. Listed below are the recommended changes or corrections to the plat that have been completed.

1. Scale should not exceed 1" = 50' if area can be placed on 24" x 36" paper.
2. The extension of East Euclid Avenue will be designated as a collector. The minimum paving width is 31'.
3. Storm water review and approval by City of Indianola's consulting engineer is required.
4. Indicate a 15' PUE on the front of all lots within the subdivision.
5. Indicate future street connection of North 18th Street to East Euclid Avenue.

All other requirements of the subdivision ordinance have been met. Chuck recommended approval of the plat, subject to the items listed above, and P&Z approved unanimously.

Roll call is in order.

Fiscal Impact

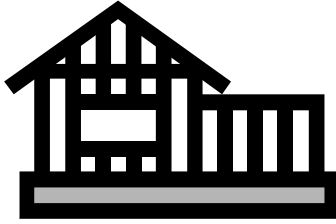
Attachments

PZ Memo

PZ Minutes

Prairie Glynn Plat 2

Resolution



To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: August 9, 2016 Meeting

Item # 4 Consider Preliminary Plat of Prairie Glynn Plat 2.

The plat is located along North 15th Street lying between the Ashton Park and Prairie Glynn subdivisions. The plat further indicates an extension of East Euclid Avenue to the east approximately 1,425' along with the extension of North 16th and North 17th Streets north to Euclid Avenue and containing 21 lots on 6.695 acres.

Although there may be people in the neighborhood objecting to the street extensions, combining the two subdivisions is a positive action for several reasons. This will eliminate two current dead-end streets and a future dead end street. East Euclid Avenue is a collector street allowing traffic within two neighborhoods to connect easily to Hwy. 65-69. Also there will be easier access for snow removal and emergency vehicles. Furthermore, storm water drainage issues from the north can be designed more effectively by keeping a large amount of water drainage in the street. Listed below are the recommended changes or corrections to the plat.

1. Scale should not exceed 1" = 50' if area can be placed on 24" x 36" paper.
2. The extension of East Euclid Avenue will be designated as a collector. The minimum paving width is 31'.
3. Storm water review and approval by City of Indianola's consulting engineer is required.
4. Indicate a 15' PUE on the front of all lots within the subdivision.
5. Indicate future street connection of North 18th Street to East Euclid Avenue.

All other requirements of the subdivision ordinance have been met. I recommend approval of the plat, subject to the items listed above.

Other Business:

At the July 18th meeting, Council denied the request from Erin Freeberg to change the name of County Highway R-63 south of Highway 92 within the city limits.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
AUGUST 9, 2016
6:00 P.M.

The meeting was called to order by Chairperson Doug Opie and on roll call the following members were present:

Joe Butler
Tiffany Coleman
Ron Fridley
Cindy Johnson
Becky Needles
Doug Opie
Bob Ormsby
Josh Rabe
Misty Soldwisch

Also present: Justin Cooper of Cooper Crawford and Associates, Mindi Robinson and Rich Parker.

The minutes of the July 12, 2016 meeting were approved on a motion made by Coleman and seconded by Ormsby. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Consider Preliminary Plat of Prairie Glynn Plat 2.

Mindi reviewed the request with the Commission stating the Preliminary Plat of Prairie Glynn Plat 1 was approved by Commission in February 2016 subject to Chuck's recommendations and the extension of 17th Street north to Iowa. The Preliminary Plat of Prairie Glynn Plat 2 indicates an extension of East Euclid Avenue to the east approximately 1,425' along with the extension of North 16th and North 17th Streets north to Euclid Avenue and contains 21 lots on 6.695 acres. Justin Cooper with Cooper Crawford and Associates has indicated the recommended changes outlined in Chuck's memo will be made prior to Council approval. Chuck's recommendation is to approve.

Justin Cooper gave a brief review stating he has been working with Civil Engineering Consultants (who represents Jerry's Homes) to extend 18th Street. Butler confirmed Lots 17-18-19-20-21 would remain R-3C as the zoning map from the Comprehensive Plan indicates. Cooper confirmed those lots would be zoned R-3C with those lots being constructed as single family dwellings. Commission further discussed the grade of the streets and the intent to build single family dwellings on the lots.

Motion was made by Soldwisch and seconded by Butler to approve the Preliminary Plat of Prairie Glynn Plat 2 with Chuck's recommendations and to include an additional note indicating R-3C zoning classification on lots 17 through 21. Question was called for and on voice vote Chairperson Opie declared the motion carried unanimously.

Other Business

Mindi informed Commission that Council denied Erin Freeberg's request to rename R-63 Highway south of Highway 92 within the city limits.

Meeting adjourned on a motion by Opie and seconded by Ormsby.

Doug Opie, Chairperson

Mindi Robinson

PRELIMINARY PLAT
PRAIRIE
GLYNN

PLAT 2
STORM WATER POLLUTION
PREVENTION PLAN

SITE DESCRIPTION

Location: Part of the SM 1/4 of the SM 1/4 of Sec. 20 T76N, R23W.
Nature of Construction Activity: Residential development.
Acres: 17.00 (Total area of site) (Site area affected = 6.88 acres)
Report coefficient = 0.48 (Critical method)
Approximate slopes: 3:1, or flatter.

- Erosion and sediment controls
- Stabilization practices
 - Permanent seeding and/or sodding
 - Structural practices
 - Drainage swales
 - Rock outlet protection (riprap)
 - Storm water management
 - Infiltration of runoff onsite
 - Provide non-erosive velocity flows
 - Waste disposal
 - site, colling material wastes must be removed from the
 - Off-site vehicle tracking of sediments shall be minimized

MAINTENANCE

Maintain effective operating conditions of all protective measures identified. Silt fencing is cleaned when they have lost 50% of their capacity. Swales, rough undisturbed

- Rock outlet protection (riprap) remains intact.

INSPECTIONS

Qualified personnel shall inspect disturbed areas of the construction site that have not been finally stabilized at least once every seven calendar days and within 24 hours of the end of a

- Impact site for evidence of, or the potential of,
- pollutants entering the drainage system from stored
- Observe erosion and sediment controls to ensure that
- they are operating correctly
- Inspect for evidence of off-site sediment tracking
- Inspect discharge conditions to determine if significant
- impacts to receiving waters
- shall be implemented within 7 calendar days of the
- Inspection. Any report shall be prepared and retained as part
- report will contain the following: the inspection
- Major observations of the present condition
- Any actions taken.
- Signature.

NON-STORM WATER DISCHARGES

Water main flushing

- Flushed water will be discharged into the storm sewer system
- controls consisting of:
- Rock outlet protection (riprap)
- Existing vegetation

CONTRACTORS

The grading contractor shall have the responsibility of implementing the measures contained in this plan.

- All construction certification statement before conducting any professional service at the site relating to the National Pollutant Discharge Elimination System (NPDES) permit.

EXISTING/PROPOSED

- PLAT BOUNDARY
- STORM SEWER & SIZE
- SANITARY SEWER & SIZE
- WATER MAIN & SIZE
- MANHOLE
- STORM INTAKE
- FIRE HYDRANT
- VALVE
- F.E.S.
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR APPROVED FILTRATION SOCK
- MINIMUM PROTECTION ELEVATION

COOPER CRAWFORD
& ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 8-9-2016

REVISIONS:



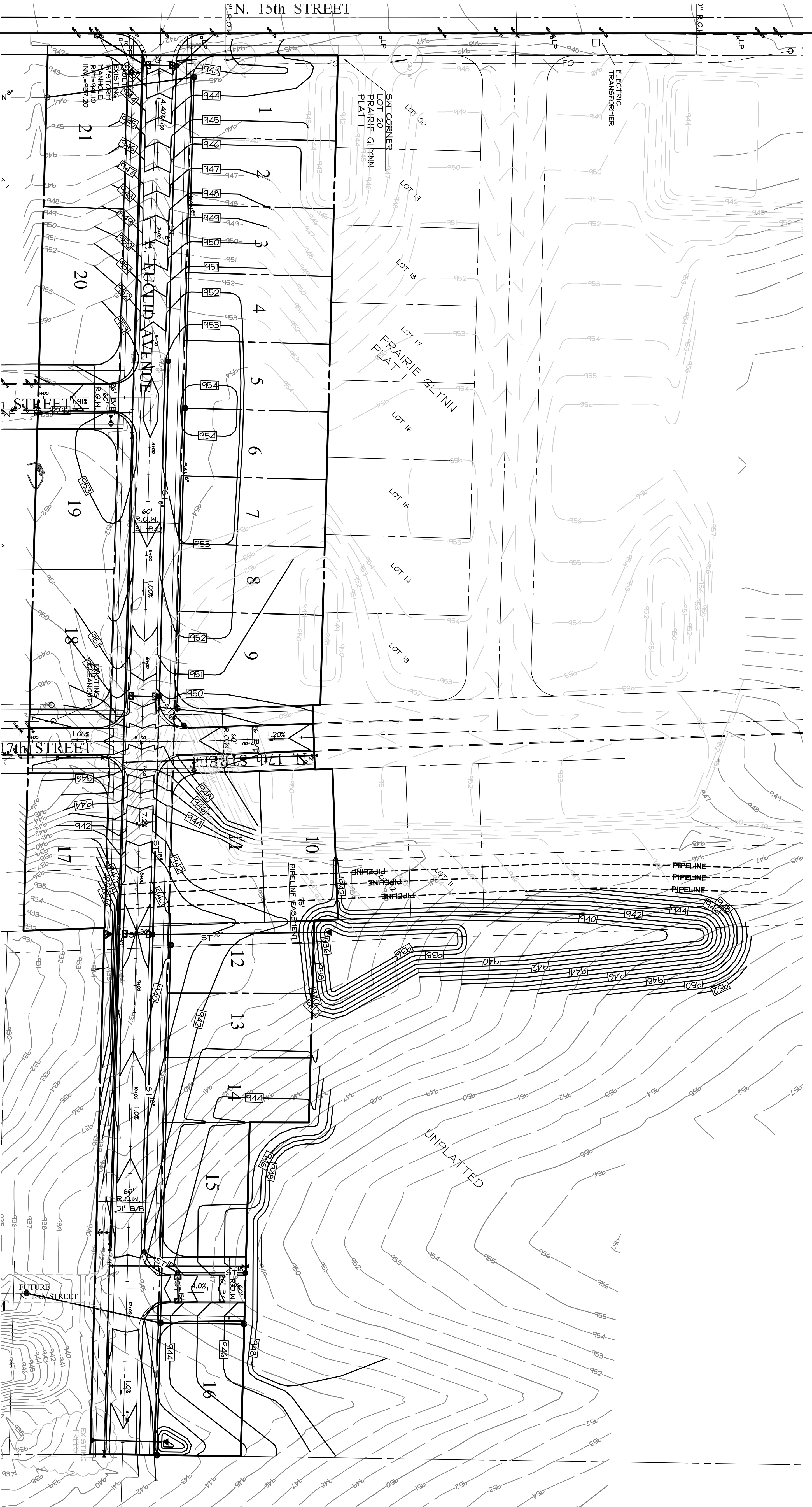
APPROVED:

INITIALS:

AS-BUILT:

GRADING AND UTILITY PLAN
PRAIRIE GLYNN PLAT 2

JOB NUMBER
CC
1873
SHEET
2 OF 2



EROSION & POLLUTION
CONTROL NOTES

1. THE SUBCONTRACTOR RESPONSIBLE FOR EROSION AND POLLUTION CONTROL SHALL MAINTAIN THE CONSTRUCTION CONDITION UNTIL THE CONSTRUCTION ACTIVITY IS COMPLETE AND FINAL STABILIZATION HAS BEEN REACHED.
2. THE SUBCONTRACTOR SHALL INSPECT THE SITE AT MINIMUM ONCE EVERY 24 HOURS OF THE END OF A 1/2 INCH OF RAINFALL OR MATERIAL STORAGE LOCATIONS WHERE VEHICLES ENTER/EXIT THE SITE. ALL OF THE EROSION AND SEDIMENT CONTROLS THAT ARE IDENTIFIED AS PART OF THIS PLAN AND ACCESSIBLE DISCHARGE LOCATIONS MUST BE INSPECTED.
3. THE SUBCONTRACTOR IS TO TAKE NECESSARY ACTIONS TO CORRECT EROSION AND POLLUTION DEFICIENCIES AS SOON AS PRACTICABLE, BUT IN NO CASE LATER THAN 24 HOURS AFTER THE INSPECTION IN WHICH THE DEFICIENCY WAS FOUND.
4. THE SUBCONTRACTOR SHALL KEEP LOG AND PREPARE WEEKLY REPORTS DETAILING THE INSPECTIONS AND MEASURES TAKEN TO CORRECT ANY AND ALL DEFICIENCIES FOUND IN THE EROSION AND POLLUTION CONTROL LOCATIONS. THE REPORTS SHALL BE COVERED DURING CONSTRUCTION REPORTS SHALL BE FORWARDED TO THE DEVELOPER AND TO COOPER CRAWFORD & ASSOCIATES, L.L.C.
5. AFTER INITIAL GRADING PRIOR TO UTILITY CONSTRUCTION - ALL DISTURBED AREAS OUTSIDE OF THE PROPOSED R.O.M.'S ARE TO HAVE TEMPORARY SEEDING AND MULCHING. CONTRACTOR AND SUBS ARE TO TRY TO PREVENT SEDIMENTATION DEPOSITS WITHIN THE SITE.
6. DURING CONSTRUCTION, IF IT BECOMES EVIDENT THAT A DISTURBED AREA WILL NOT BE DISTURBED FOR 21 DAYS, IT SHALL BE SEED BY DAY

GRADING NOTES

1. ALL DIMENSIONS ARE TO BACK OF CURB, OUTSIDE OF BUILDING WALL, AND TO PROPERTY LINE.
2. LOCATIONS AND DIMENSIONS SHOWN ON THE PLANS FOR EXISTING FACILITIES ARE IN CONFORMANCE WITH ANY AND ALL REGULATIONS AND ORDINANCES.
3. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF THIS INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PRESENT EXISTING AND EXACT LOCATION OF THEIR FACILITIES BEFORE BEGINNING WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE UTILITY COMPANIES OF THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK.
5. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR THE INTERRUPTION OF THEIR SERVICE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.
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19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.
21. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER UTILITY INVOICES, IF EXISTING UTILITY LINES ARE SHOWN ON THE PLANS.

Preparer Information: City of Indianola, PO Box 299, Indianola, Iowa 50125
Return Address: City of Indianola, PO Box 299, Indianola, Iowa 50125

RESOLUTION NO. 2016-_____

WHEREAS, Diligent Development has submitted a preliminary plat for Prairie Glynn Plat 2 to the City of Indianola, and

WHEREAS, the City of Indianola has jurisdiction of such plats pursuant to the Subdivision Regulations of Chapter 170, Indianola Code of Ordinances, and

WHEREAS, the Indianola Planning and Zoning Commission has submitted a recommendation to the City Council which approves the plat, and

WHEREAS, pursuant to Indianola Code of Ordinance Section 170.05(5), the Council must pass a resolution approving or rejecting the preliminary plat, and

WHEREAS, the Council finds that all the requirements of the Indianola Code of Ordinances regarding subdivision regulations and the preliminary plat for Prairie Glynn Plat 2 have been met.

NOW, THEREFORE, BE IT RESOLVED by the Indianola City Council as follows:

The preliminary plat for Prairie Glynn Plat 2 submitted to the City of Indianola by Diligent Development is hereby approved.

Passed and approved at Indianola, Iowa this 15th day of August, 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

STATE OF IOWA, WARREN COUNTY, SS:

On this 16th day of August, 2016 before me, the undersigned, a Notary Public in the State of Iowa personally appeared Kelly B. Shaw and Diana Bowlin, to me personally know, who being by my duly sworn, did say that they are the Mayor and City Clerk respectively of the City of Indianola, which executed the foregoing instrument to which this is attached, that the seal affixed to it is the seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its Council; and that Kelly B. Shaw and Diana Bowlin as such officers acknowledged the execution of the instrument to be the voluntary act of the City.

Notary Public In And For The State of Iowa

Meeting Date: 08/15/2016

Information

Subject

Resolution approving janitorial services contractor agreement with Dust Pro's Janitorial

Information

In your packet is the resolution and contract for janitorial services with Dust Pro's. This was a partnership with the Library, Activity Center, IMU, Water Department and City Hall. An RFP was issued June 1, 2016. It was sent to three firms and posted on the League web site with four firms responding. A staff committee representing the Library, Activity Center, IMU and City Hall reviewed the proposals and conducted a couple interviews and recommends the selection of Dust Pro's (see table) as the janitorial company of the city facilities.

Roll call is in order.

Fiscal Impact

Attachments

Janitorial Bid Results

Resolution

Janitor Contract

Supplies Purchased by Provider & Reimbursed by
Appropriate Agency
Price Is Per Month

[illegible]

RESOLUTION NO. _____

**RESOLUTION APPROVING JANITORIAL SERVICES CONTRACTOR
AGREEMENT WITH DUST PRO'S JANITORIAL**

WHEREAS, the City Council of the City Indianola, Iowa, is in need of engaging a janitorial contractor to provide services for the City (hereinafter referred to as "Services"); and

WHEREAS, the City Council of the City of Indianola, Iowa, has solicited proposals for said Services; and

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Dust Pro's Janitorial to perform the Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Janitorial Services Contractor Agreement with Dust Pro's Janitorial in the form attached as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that:

1. The Janitorial Services Contractor Agreement with Dust Pro's Janitorial for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute the Janitorial Services Contractor Agreement on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 15th day of August 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

JANITORIAL SERVICES CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into this date, August 15, 2016, between the City of Indianola (hereinafter "the City") and Dust Pro's Janitorial (hereinafter "Service Contractor").

WITNESSETH:

WHEREAS, Service Contractor is skilled in the performance of all the Contract Duties identified in the attached Janitorial Specifications (Exhibit A) and has offered to perform all said Contract Duties of the City with respect to the City's premises as set out therein (hereinafter "Property"); and

WHEREAS, the City is desirous of securing the performance of all the Contract Duties by Service Contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on November 1, 2016 (hereinafter "Contract Commencement Date") and shall end on October 31, 2018 (hereinafter "Contract Expiration Date"). There shall be an optional one (1) year extension for an additional term of November 1, 2018, to October 31, 2019, on the same terms and conditions as set forth herein.

Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all the Contract Duties set forth in Exhibit A, Janitorial Specifications, which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contract Duties and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at the specified times when said Contract Duties are being performed.

Materials to be supplied by the Service Contractor include the following:

- All machines and cleaning products
- Buffers and buffer pads
- Vacuums and bags
- Mop buckets and wringers
- Wet mops and mop heads
- Dust mops and mop heads
- Brooms, dust pans and dusters
- Bowl cleaner, bleach, glass cleaner
- Floor cleaner and wax
- Carpet spot cleaner
- Carpet cleaning as needed or once a year
- Toilet paper
- Folded hand towels
- Hand soap
- Replacement light bulbs for all fixtures
- Hand sanitizer
- Trash can liners of various sizes

All other supply costs shall be billed to and paid by the City with the understanding that Service Contractor will cap any increase in supply cost to 3% after the first year of the initial contract with the City of Indianola for the City Building located at 110 N. 1st Street, Indianola, Iowa.

Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, the City shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amount of \$8,092 per month- this includes supplies for City Hall. Dust Pros will charge Indianola Public Library, Activity Center, IMU and Water Department separately for supplies not to exceed \$200 per month/building.

Section 4. Additional Work.

It is understood that from time to time during the term of this Agreement, City may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, City shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work, as outlined in the Contract. In the event Service Contractor shall fail to secure such a writing relating to such Additional Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefore.

Section 5. Termination

The City has the right to terminate this Agreement upon thirty (30) days written notice to Service Contractor, and Contractor also has the right to terminate the contract upon thirty (30) days written notice to the City.

Section 6. Relationship of Parties.

Service Contractor is retained by the City only for the purpose and to the extent set forth herein and Service Contractor's relationship with the City shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an agent, servant or employee of the City. Service Contractor agrees to indemnify and hold the City and its officials, representatives, respective affiliates, and their partners, officers, directors, employees and agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between the City and Service Contractor or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

Section 7. Insurance.

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in Exhibit B, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to the City with limits of liability not less than stated in Exhibit B. The City shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend indemnify and hold harmless the City, its officials, representatives, their respective officers, directors, employees, agents, shareholders, partners, joint ventures, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of based upon or occasioned by or in connection with:

- (a) Service Contractor's performance of (or failure to perform) the Contract Duties;
- (b) a violation of any laws or any discriminatory, negligent or intentional acts or omissions to act by Service Contractor or its affiliates, subcontractors, agents or employees during performance of the Contract Duties; and/or
- (c) a breach of this Agreement by Service Contractor or its affiliates, subcontractors, agents or employees; and/or
- (d) a claim that any person employed by Service Contractor is an employee of the City.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, the City's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than negligence or willful misconduct) of the City or any employee of the City who contributed or may be alleged to have contributed thereto. The foregoing indemnification obligations of the Service Contractor shall survive the expiration or termination of the Agreement.

Section 9. Assignment and Delegation.

Unless there is prior written consent from the City, Service Contractor shall be prohibited from assigning this Agreement or delegating or subcontracting any of the Contract Duties (or any right, obligation or performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Contract duties or Additional Work without the City's prior written consent, which may be withheld in City's sole and absolute discretion, shall be void and of no force and effect.

Section 10. Notices

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to the City:

Diana Bowlin, City Clerk
City of Indianola
110 N. 1st St.
Indianola, IA 50125

If to Service Contractor:

Matt Humphrey, Owner
Dust Pros Janitorial
1994 120th Street
Earlham, IA 50072

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

Section 11. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

Section 12. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

Section 13. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations, and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from the City, Service contractor shall provide copies of the I-9 form or such other documentation as may be appropriate to satisfy City as to Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify the City and its officials, representatives, respective affiliates, and their partners, officers, directors, employees and agents from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

Section 14. Compliance with Safety Regulations.

Service Contractor shall plan for , and ensure that all personnel performing and Contract Duties or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lies with Service contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary and protection to prevent damage, injury, or loss to:

- a. all personnel on the work site.
- b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
- c. other property located at the site of the Contract Duties or at the Property.
- d. the Property.

Section 15. Miscellaneous Provisions Applicable to Service Contractor

- 15.01 Service contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not

skilled in performance of the Contract Duties. The City has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property the City deems, in its sole discretion, to be detrimental to the best interests of the Property.

- 15.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, agents, and employees at the Property.
- 15.03 Service Contractor warrants to the City that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.
- 15.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of the City, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying the City from any liability or expenses with respect to such violations by Service Contractor may be offset by the City against amounts owing to the Service Contractor in connection with the Agreement or otherwise.
- 15.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Owners, subcontractors, Contractors, or the activities of any of them.
- 15.06 Service Contractor acknowledges that the City (or other persons with the permission of the City) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by the City (and others) without interference by those who are performing the Contract Duties under this Agreement.
- 15.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.

- 15.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.
- 15.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by the City; (ii) prepared pursuant to this Agreement; or (iii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of the City and are to be treated as confidential. They are not to be disclosed to others without the City's prior written approval and are to be delivered to the City on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without the City's prior written consent.

Section 16. Miscellaneous

- 16.01 Time is of the Essence. Service Contractor acknowledges that time is of the essence in regards to its performance under this Agreement.
- 16.02 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties and/or Additional Work.
- 16.03 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, the City may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or the City may directly bill Service Contractor for such reasonable cost.
- 16.04 Force Majeure.
- a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, material man, or other party

acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

- b. Notwithstanding any other provision of this section 16.04, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a material man is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 16.04(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, the City is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by the City due to an unforeseen or uncontrollable event or occurrence of the type described in this section 16.04.
- c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 16.04, the party claiming such excuse shall promptly give written notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 16.04.

16.05 Estoppel Certificate.

Upon request of the City, Service Contractor agrees to provide to the City, within five (5) days after receipt of written request therefore, a written statement certifying that this Agreement is in full force and effect, that the City and Service Contractor are current in their Respective obligations hereunder and that the City is not in default under any provision of this Agreement.

16.06 Survival. The provisions of sections 6, 8, 11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

16.07 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

Section 17. Entire Agreement

17.01 This Agreement and the Exhibits, attached hereto and made a part thereof, constitute the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

17.02 Unless otherwise expressly provided herein, no changes, alterations or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized agents.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

THE CITY:

City of Indianola, Iowa

SERVICE CONTRACTOR:

Dust Pro's Janitorial

By: _____
Kelly B. Shaw, Mayor

By: Matt Humphrey
Name: Matt Humphrey

Title: Owner

Date: _____

Date: 8-11-2016

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 08/15/2016

Information

Subject

Resolution approving contract for residential recycling services with Waste Management of Iowa, Inc.

Information

In your packet is the resolution and recycling contract. On August 3, 2016 City Clerk Diana Bowlin received three recycling proposals (packet), a total of six RFP's were sent out and was also posted on the League's web site. Staff is recommending to contract with Waste Management (lowest proposal). The monthly curbside fee will remain the same for the first year and increase by approximately 2 1/2% in each year thereafter. They will continue to offer single stream service on the same days (see map). Also included in your packet is a list of recyclable items and not acceptable items.

Waste Management has had the recycling contract since January 1, 2012.

Assuming you approve Waste Management's proposal, we do not plan to raise the monthly fee for the first year, but staff recommends matching these increases in subsequent years.

Roll call would be in order for either a three or five year contract.

FYI - Mike Eischeid from Waste Management plans on attending the meeting to answer any question you may have. Once the term of the contract is decided, both parties will sign the contract.

Fiscal Impact

Attachments

Recycling Bids
Recycling Map
Recycling Items
Resolution
Recycling Contract

RECYCLING BIDS – Received on August 3, 2016

Recyclables – 48 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.65/month-no fee replacement for containers	\$2.72/month-no fee replacement for containers	\$2.79/month-no fee replacement for containers	\$2.86/month-no fee replacement for containers	\$2.93/month-no fee replacement for containers
Waste Connections Des Moines, Iowa	-0-	\$3.97/month-with a replacement fee for containers	\$4.05/month with a replacement fee for containers	\$4.14/month with a replacement fee for containers	\$4.23/month with a replacement fee for containers	\$4.32/month with a replacement fee for containers
TRM Disposal** Indianola, Iowa	-0-	\$5.97/month w/a \$60 fee replacement containers \$7.17/month w/no fee for replacement containers	Year 1 plus CPI, Tip Fee, Fuel/month	Year 2 plus CPI, Tip Fee, Fuel/month	Year 3 plus CPI, Tip Fee, Fuel/month	Year 4 plus CPI, Tip Fee, Fuel/month

**TRM Disposal - Fee schedule is based on a performance bond in an amount of 100% of the yearly contract price

Recyclables – 96 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.94/month-no fee replacement for containers	\$3.01/month-no fee replacement for containers	\$3.09/month-no fee replacement for containers	\$3.17/month-no fee replacement for containers	\$3.25/month-no fee replacement for containers
Waste Connections Des Moines, Iowa	-0-	\$3.97/month with a replacement fee for containers	\$4.05/month with a replacement fee for containers	\$4.14/month with a replacement fee for containers	\$4.23/month with a replacement fee for containers	\$4.32/month with a replacement fee for containers
TRM Disposal** Indianola, Iowa	-0-	\$5.97/month w/a \$60 fee replacement containers \$7.17/month w/no fee for replacement containers	Year 1 plus CPI, Tip Fee, Fuel/month	Year 2 plus CPI, Tip Fee, Fuel/month	Year 3 plus CPI, Tip Fee, Fuel/month	Year 4 plus CPI, Tip Fee, Fuel/month

**TRM Disposal - Fee schedule is based on a performance bond in an amount of 100% of the yearly contract price

*Waste Management is excited to provide \$1,000 community donation for the City of Indianola. This is annual.

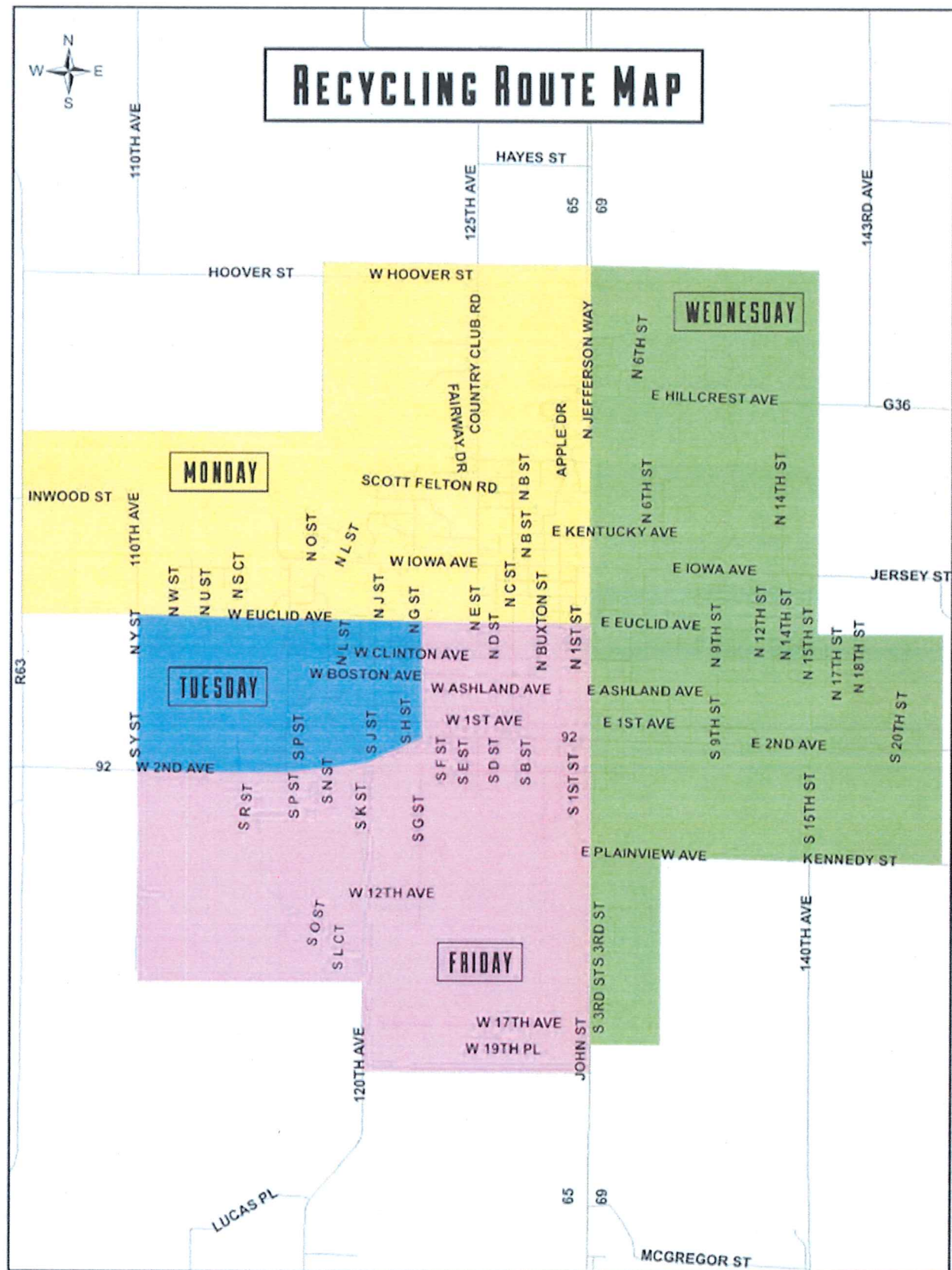
Recyclables – 48 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.65/month-no fee replacement for containers	\$2.72/month-no fee replacement for containers	\$2.79/month-no fee replacement for containers
Waste Connections Des Moines, Iowa	-0-	\$4.20/month with a replacement fee for containers	\$4.29/month with a replacement fee for containers	\$4.38/month with a replacement fee for containers

Recyclables – 96 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.94/month-no fee replacement for containers	\$3.01/month-no fee replacement for containers	\$3.09/month-no fee replacement for containers
Waste Connections Des Moines, Iowa	-0-	\$4.20/month with a replacement fee for containers	\$4.29/month with a replacement fee for containers	\$4.38/month with a replacement fee for containers

*Waste Management is excited to provide \$1,000 community donation for the City of Indianola. This is annual.



RECYCLABLE

 <p>Twist-Top Plastics WITH Caps & ONLY Yogurt & Margarine Containers</p>	 <p>Paper Food Cartons (not cylinder shaped)</p>	 <p>Aluminum, Tin & Empty Aerosol Cans</p>
 <p>Shredded Paper (Place in a paper sack or box)</p>	 <p>Newspapers Glossy Inserts Magazines</p>	 <p>Glass Jars & Bottles (All colors)</p>
	 <p>Mixed Paper (Junk mail, phone books, envelopes) Cardboard (Break down and cut to fit into cart)</p>	

NOT RECYCLABLE

 <p>Plastic Bags or Recyclables in Plastic Bags</p>	 <p>Aluminum Foil & Baking Tins</p>	 <p>Compostable Cups, Plates, Utensils & Bags</p>	 <p>Plastic & Paper Cups, Tubs, Lids & Utensils</p>
 <p>Containers for Hazardous Materials</p>	 <p>Food Contaminated Items (Pizza boxes, paper plates, napkins)</p>	 <p>Plastic & Styrofoam Food Containers & Lids</p>	 <p>Garbage or Yard Debris</p>

RESOLUTION NO. _____

**RESOLUTION APPROVING CONTRACT FOR RESIDENTIAL
RECYCLING SERVICES WITH WASTE MANAGEMENT OF IOWA,
INC.**

WHEREAS, the City Council of the City Indianola, Iowa, is in need of engaging a contractor to provide recycling services for the City (hereinafter referred to as “Services”); and

WHEREAS, the City Council of the City of Indianola, Iowa, has solicited proposals for said Services; and

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Waste Management of Iowa, Inc. to perform the Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Contract for Residential Recycling Services with Waste Management of Iowa, Inc. in the form attached as Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that:

1. The Contract for Residential Recycling Services with Waste Management of Iowa, Inc. for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute the Contract for Residential Recycling Services on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 15th day of August 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

CITY OF INDIANOLA, IOWA
CONTRACT FOR RESIDENTIAL RECYCLING COLLECTION

THIS CONTRACT, made by and between the City of Indianola, hereinafter referred to as CITY and Waste Management of Iowa, Inc., hereinafter referred to as CONTRACTOR, entered into this 15th day of August, 2016.

In consideration of the mutual promises and covenants contained herein, the CITY and CONTRACTOR hereby agree as follows:

DEFINITIONS

1. **APPLIANCES:** Includes, but is not limited to, refrigerators, freezers, kitchen ranges, air conditioning units, dehumidifiers, water heaters, furnaces, thermostats, clothes washers, clothes dryers, dishwashers, microwave ovens and commercial coolers.
2. **BAGS:** Plastic sacks designed for Refuse with sufficient wall strength to maintain physical integrity when lifted by top; securely tied at the top for collection, with a capacity not to exceed 30 gallons and a loaded weight not to exceed forty (40) pounds.
3. **BULKY WASTE:** A piece of furniture or waste material from a residential source other than Construction Debris or Hazardous Waste, with a weight or volume greater than that allowed for Containers. Shall include, furniture, bicycles, windows, doors, and many items that can be safely handled by one (1) person and a loaded weight not to exceed forty (40) pounds. Bulk items would not include any waste generated by a household, business, or any other business (including hobbies, auctions, rummage sales, etc.), construction or demolition debris, concrete, brick, asphalt, roofing, cars, motorcycles, boats or parts of vehicles.
4. **CITY:** Refers to the City of Indianola, Iowa. Will also refer to the appropriate employee or officer of the municipality authorized to act as its agent in handling the pertinent matters of this CONTRACT.
5. **COMMERCIAL:** All establishments where retail, wholesale, service or manufacturing business is conducted, and all apartments, houses, schools, churches, fraternal bodies and other establishments not defined as "residential units".
6. **CONSTRUCTION DEBRIS:** Waste building materials resulting from construction, remodeling, repair, or demolition operations.
7. **CONTAINERS:** Wheeled Cart. A receptacle made of plastic, metal, or fiberglass with a capacity of ninety-six (96) gallons or forty-eight (48) gallons.
8. **CONTRACTOR:** The individual, firm, partnership, joint venture, corporation, or association performing refuse or recycling collection and disposal under contract with the CITY.
9. **CURBSIDE:** Refers to the portion of the right-of-way adjacent to paved or traveled roadways.

10. **GARBAGE:** Animal or vegetable wastes resulting from the handling, preparation, cooking, serving or consumption of food and including food containers.
11. **HAZARDOUS WASTE:** Waste designated as hazardous by the United States Environmental Protection Agency or appropriate state agency.
12. **NON-RESIDENTIAL BULK SOLID WASTE:** Bulk solid waste that includes or contains the following materials: Solid waste generated outside the CITY Limits, solid waste generated by other than residential customers, solid waste generated by businesses, schools or commercial entities, solid waste generated by agricultural activities on farms and properties zoned for agricultural use, solid waste containing asbestos, appliances, tires, lead acid batteries, liquid waste or waste containing free liquids, soils contaminated with petroleum products, solid waste containing construction or demolition debris.
13. **PERFORMANCE BOND:** A corporate surety bond that guarantees compensation to the CITY in the event that it must assume the obligations and/or duties of the CONTRACTOR in order to continue the service as may be specified in the agreement.
14. **RECYCLABLE MATERIAL:** Newsprint; corrugated cardboard; high-grade paper; clear, green or brown glass; aluminum; steel; bimetal and tin cans, and #1 - #7 plastic.
15. **REFUSE:** Discarded waste material in a solid or semi-liquid state, consisting of Garbage, Rubbish, or a combination thereof.
16. **RESIDENTIAL SOLID WASTE:** All solid and semisolid animal and vegetable waste resulting from the handling, preparing, cooking, storing, serving, and consuming of food material intended for use as food. All offal excluding useful industrial by-products, and all litter, rubbish, and waste materials or debris, resulting from a residential source, which is acceptable at a licensed landfill/disposal facility or other hazardous designated disposal site, that has been approved by the CITY, and excluding Hazardous Waste, Bulky Waste, Yard Waste, and Construction Debris. As defined herein, Residential Solid Waste shall include Recyclable Waste that has not been separated and placed in a specially designated container by the resident.
17. **RESIDENTIAL UNIT:** Single family units, zoned residential and multi-family buildings that have individual collection for each unit, or which are billed separately for water or gas service, zoned residential. Residential Unit shall specifically not include commercial or industrial establishments.
18. **RUBBISH:** Non-putrescible solid waste consisting of combustible and noncombustible materials, excluding yard and garden wastes.

SCOPE OF CONTRACT

This CONTRACT shall become effective and the CONTRACTOR shall begin the service of Residential Recycling collection, as set out by this agreement as of January 1, 2017.

The initial term of the CONTRACT shall be for _____ (____) years, commencing on January 1, 2017 and terminating December 31, 20____. At the end of this period, the CONTRACT may be extended for an additional _____ (____) year period, by mutual agreement signed by both parties, at least ninety (90) days prior to the expiration of the then current term.

CONTRACTOR agrees with the CITY that CONTRACTOR shall, during the term of this CONTRACT, collect and remove of all Residential Recycling material located within the area as defined in the SERVICE, OPERATIONS, AND PERFORMANCE section. The CONTRACTOR shall furnish all personnel, labor, equipment, trucks and all other items necessary to provide for the collection, and removal as provided herein. The CITY will be responsible for the billing of the residents as set forth below.

SERVICE, OPERATIONS, AND PERFORMANCE

RECYCLING COLLECTION: All RECYCLABLE MATERIALS shall be picked up CURBSIDE once every other week. It is the responsibility of the residents to see that the recycling container is placed at the curbside in front of the residence, by 7:00 a.m. on the designated collection day.

Each residence will be allowed to set out for collection one (1) ninety six (96) gallon Cart or one (1) forty eight (48) gallon if requested by Resident. The CONTRACTOR will be responsible for the cost of the Carts provided to all residents. Initial delivery of Carts shall be the responsibility of CONTRACTOR.

CONTAINERS: The CONTRACTOR will provide each residential household with one (1) 96 or one (1) 48 gallon wheeled Cart to be used for Residential Recycling collection. The CONTRACTOR will also provide an appropriate number of 96 gallon wheeled Carts to all participating multi-family dwellings as specified by the CITY. The CONTRACTOR will retain ownership of the Carts supplied and provide maintenance/replacement as necessary through normal usage. The CITY will supply the CONTRACTOR a listing of all residential addresses and a joint effort between the CITY and CONTRACTOR will determine the respective container size for each residence.

REJECTION OF RECYCLABLES: The CONTRACTOR may decline to collect any container or bag not reasonably placed by the curbside or alley; any additional recyclable materials not properly contained. Where the CONTRACTOR has reason to leave such items at a residence, he or his agent shall mark the container as to why the particular waste was not collected (the CITY and CONTRACTOR may alter the standards for these decisions by mutual agreement).

COLLECTION DAYS/TIMES/ROUTES: The CONTRACTOR shall indicate on what day of the week the collection will take place. If the CONTRACTOR later desires to change the date of collection he must first give the CITY and each resident thirty (30) days' notice.

FEES: The CONTRACTOR agrees to assume all landfill, tipping, dumping, licenses, and all other applicable fees, and any cost assessed or caused to be assessed by any Governmental authority, in connection with its collection and removal of Residential Recyclable materials and agrees to pay said fees and costs, including any increases thereof, in a timely manner as required by the landfill authority or regulatory agency, and to hold the CITY harmless from any liability therefore.

NOTIFICATION OF RESIDENTS: The CONTRACTOR will contact all CITY residents to provide necessary initial education of the contracted program. The CITY shall inform all residents as to any changes in rates, regulations, and day(s) for scheduled refuse collection after initial implementation of program defined within this CONTRACT.

OFFICE HOURS: CONTRACTOR shall maintain an office with continuous supervision for accepting complaints and calls during the hours of 8:00am - 5:00pm, Monday through Friday.

LEVEL OF SERVICE SELECTION: Change in service level will be allowed one (1) time annually for each owner-occupied residence, based on the initial implementation date of the service, OR at any time of change of occupancy: i.e., new owners or renters.

INDEMNITY: The CONTRACTOR will indemnify and save harmless the CITY, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees, and any other costs of defense resulting from a willful or negligent act or omission of the CONTRACTOR, its officers agents, servants, and employees in the performance of this CONTRACT; provided, however, that the CONTRACTOR shall not be liable for any suits, actions, legal proceedings, claims, demands, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the CITY, its officers, agents, servants, and employees.

DISCRIMINATION: Neither the CONTRACTOR nor any SUBCONTRACTOR or person(s) acting on their behalf shall discriminate against any person because of race, sex, age, creed, color, religion, national origin, veteran status, or disability.

INSURANCE: The CONTRACTOR shall maintain in full force and effect throughout the term of this CONTRACT and throughout any extension or renewal thereof the following types of insurance in at least the limits specified below:

Workers' Compensation	Statutory
General Liability:	
Bodily Injury	\$5,000,000 each occurrence \$6,000,000 aggregate
Property Damage	\$5,000,000 each occurrence \$6,000,000 aggregate
Automobile Liability:	
Bodily Injury	\$10,000,000 combined
Property Damage	\$10,000,000 each occurrence
Excess Umbrella Coverage	\$10,000,000 each occurrence

Prior to the commencement of work, the CONTRACTOR shall furnish the CITY with certificates of insurance or other satisfactory evidence that such insurance has been produced and is in force. Said policies shall not thereafter be canceled or permitted to expire.

PERFORMANCE BOND

Before this CONTRACT can be executed, the CONTRACTOR shall furnish a corporate surety bond as security for the performance of the CONTRACT. Said bond must be in the amount of One Million Dollars (\$1,000,000).

The surety of the bond shall be a duly authorized corporate surety company authorized to do business in the State of Iowa. Attorneys-in-fact who sign Performance Bonds must file with each bond an effectively dated copy of their power of attorney, bearing the seal of the company evidencing such agent's authority to execute the bond. In case of extension or termination of this CONTRACT, the CONTRACTOR shall furnish a Performance Bond in the same amount and under the same terms as for the initial Bond. The original Surety, however, is in no way obligated to extend or renew the bond.

This CONTRACT shall be subject to termination by the CITY at any time if said bond is canceled or the surety thereon relieved from liability for any reason. Notice of cancellation of the bond must be served upon the CITY at least sixty (60) days prior to the effective date of said cancellation. The CONTRACT will not be terminated if within thirty (30) days of such notice, the CONTRACTOR files with the CITY a similar bond to be effective for the balance of the CONTRACT period.

PERMITS, LICENSES, and TAXES: The CONTRACTOR shall obtain and assume the cost of all licenses and permits and promptly pay all taxes required by the CITY or law.

BASIS AND METHOD OF PAYMENT: In consideration of CONTRACTOR'S services to the CITY, in the collection of Residential Recycling, the CITY shall pay the CONTRACTOR a monthly fee with the first such monthly period commencing January 1, 2017.

The number of qualified households and size of containers shall be determined in a joint effort between the CITY and the CONTRACTOR through the CONTRACTOR's information and the CITY's list of the total number of residential user billings/counts. The number of determined households shall be reviewed monthly and adjustments for Residential Recycling collection charges by the CONTRACTOR will be adjusted monthly accordingly. The current number of qualified households is _____.

The CITY shall remit payment within twenty (20) days following the end of each monthly period. The CONTRACTOR will provide service to any territory annexed by the CITY, or additional growth of residential units. The aforementioned formula for compensation due the CONTRACTOR will of course provide for greater compensation due the CONTRACTOR for servicing more residential units. The CONTRACTOR and the CITY agree that they will work together at all times to develop an accurate list of the customers.

BILLING AND PAYMENT: The CITY shall submit statements and collect charges from all residential units for Service provided by the CONTRACTOR, for the collection of RESIDENTIAL RECYCLING, under the terms of this CONTRACT.

The CONTRACTOR shall be entitled to payment for services rendered irrespective of whether or not the CITY collects from customers for such service.

COST OF SERVICE: The rates submitted by the CONTRACTOR and approved and accepted by the CITY are as follows:

Recyclables – 48 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Waste Management* Des Moines,	\$2.94/month	\$2.65/month- no fee replacement	\$2.72/month- no fee replacement	\$2.79/month- no fee replacement	\$2.86/month- no fee replacement	\$2.93/month- no fee replacement

Iowa		for containers	for containers	for containers	for containers	for containers
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Recyclables – 96 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.94/month- no fee replacement for containers	\$3.01/month- no fee replacement for containers	\$3.09/month- no fee replacement for containers	\$3.17/month- no fee replacement for containers	\$3.25/month- no fee replacement for containers

Recyclables – 48 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.65/month-no fee replacement for containers	\$2.72/month-no fee replacement for containers	\$2.79/month-no fee replacement for containers

Recyclables – 96 gallon covered wheeled cart

<u>Company</u>	<u>Current Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Waste Management* Des Moines, Iowa	\$2.94/month	\$2.94/month-no fee replacement for containers	\$3.01/month-no fee replacement for containers	\$3.09/month-no fee replacement for containers

SERVICE TO ELDERLY/DISABLED: The CONTRACTOR understands that some of the Residential units to be served under this CONTRACT are occupied by elderly residents and/or disabled residents who have difficulty hauling their Residential Recycling to the curbside, as provided herein. The CONTRACTOR agrees to collect Residential Recycling from an area directly adjacent the residents dwelling, if mutually decided by the CITY and the CONTRACTOR, that the resident is handicapped or physically unable to place their weekly waste curbside. Residential Recycling collected "house side" must be placed in the supplied Cart.

AREA TO BE SERVED: The CONTRACTOR shall provide collection of Residential Recycling to determined Residential households within the CITY limits of the CITY of Indianola.

HOLIDAYS: The following holidays (or legally observed days) will be observed as non-collection days by the CONTRACTOR.

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

The suspension of collection service on any holiday in no way relieves the CONTRACTOR of its obligation to provide collection service at least once a week. Normally the collection will be planned to be one day after, or, one day before the normal collection day.

COMPLIANCE WITH APPLICABLE LAWS: The parties to this CONTRACT agree that the laws of the State of Iowa shall govern the validity, construction, interpretation, and effect of this

CONTRACT. The CONTRACTOR shall conduct the service of collecting Residential Recycling as provided for by this CONTRACT in compliance with all applicable federal, state, and local rules, regulations, and laws. This CONTRACT and the work to be done as described herein is also subject to the provisions of all pertinent municipal ordinances which are hereby made a part hereof with the same force and effect as if specifically set out herein.

BANKRUPTCY: "Insolvent" for the purposes of this clause shall mean a party's inability to pay its debts as they mature.

A party's insolvency, or voluntary or involuntary bankruptcy, shall not constitute prospective unwillingness and/or inability to perform nor a repudiation of this agreement unless the party fails to give a timely and adequate assurance of its ability to perform. Until such assurances are received, the demanding party may suspend, if commercially reasonable, any performance due upon its part unless already paid for. If a party is unable to give adequate assurance, the other party may terminate the CONTRACT with seven (7) days written notice. Assumption of this CONTRACT by a bankrupt debtor's trustee shall initially give rise only to a reasonable sense of insecurity and shall not operate as an automatic repudiation, prospective unwillingness to perform, or a breach of the CONTRACT where the CONTRACTOR is in the process of voluntary or involuntary bankruptcy.

The CITY shall not be bound to the CONTRACT by an insolvent CONTRACTOR'S trustee or receiver.

In the event of the CONTRACTOR'S bankruptcy the CITY will have the same remedies as provided for BREACH of CONTRACT.

BREACH OF CONTRACT: If the CONTRACTOR fails to perform, or to perform in a satisfactory manner, or to perform in accordance with applicable ordinances, the CITY shall have the right to demand in writing, adequate assurance from the CONTRACTOR that steps have been or are being taken to rectify the situation. The CONTRACTOR must within three (3) days of receipt of such demand, return to the CITY Clerk, a written statement that explains reasons for nonperformance or delayed, partial or substandard performance during that period and any continuation thereof. The CONTRACTOR also has the option to appear with an explanation before the CITY Council. Upon receipt of the CONTRACTOR'S statement or the failure of the CONTRACTOR to submit one, the CITY may, with a majority vote of the Council, CONTRACT with another CONTRACTOR and make demands under the terms of the Performance Bond. The CITY may then, proceed to recover the CITY's damages, including but not limited to, the costs of replacement services, the cost of any CITY council meetings, extra employment, incidental damages, attorney fees and court costs.

FORCE MAJEURE: Neither the CONTRACTOR nor the CITY shall be liable for the failure to perform their duties nor for any resultant damage, loss, etc. if such failure is caused by catastrophe, riot, war, governmental order, or regulation, fine, accident, act of God or other similar or different contingency beyond the reasonable control of the CONTRACTOR or CITY. In the case of a severe snowstorm, the CONTRACTOR has the right to delay the collection by one day (more if condition warrants with CITY approval). Notification shall be made to the CITY as soon as possible if such an option is taken.

If such circumstances persist for more than seven (7) days or if after their cessation the CONTRACTOR is unable to render full or substantial performance for a period of seven (7) days, he may terminate this CONTRACT upon written notice given in seven (7) days in advance to the CITY.

ASSIGNMENT OF CONTRACT: No assignment of this CONTRACT or any right accruing under this CONTRACT shall be made in whole or in part by the CONTRACTOR without the express written consent of the CITY, which consent shall not be unreasonably withheld. The delegation of any CONTRACT duties will require the written consent of the Surety and such

delegation will not relieve the CONTRACTOR or his Surety or any liability and/or obligation to perform. In the event of any delegation of a duty, the delegate shall assume full responsibility and liability for performance of that duty without affecting the CONTRACTOR'S liability.

CHANGE OF OWNERSHIP: In the event that the CONTRACTOR'S business assets are sold, the CITY maintains the right to hold the original owner solely liable. If, however, the CITY determines that the new ownership can adequately and faithfully render the services called for in the CONTRACT for the remaining term of the CONTRACT, then the CITY may elect to execute a novation allowing the new ownership to assume the rights and duties of this CONTRACT and releasing the previous ownership of this CONTRACT and all obligation and liability.

WAIVERS: A waiver by either party of any breach of any provisions hereof shall not be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provisions itself. No payment or acceptance of compensation for any period subsequent to any breach shall be deemed a waiver of any right or acceptance of defective performance.

Where the condition to be waived is a material part of the CONTRACT such that its waiver is a material part of the parties, the waiver must be supported by consideration and take the form of a CONTRACT modification as provided for elsewhere in this section.

ILLEGAL AND INVALID PROVISIONS: Should any term, provision or other part of this CONTRACT be declared illegal, it shall be excised and/or modified to conform to the appropriate laws or regulations. Should any term, provision or other part of this CONTRACT be held to be inoperative, invalid, or unenforceable, then such provision or portion thereof shall be formed in accordance with applicable laws or regulations. In both cases the remainder of the CONTRACT shall not be affected but shall remain in full force and effect.

JOINT AND SEVERAL LIABILITY: If the CONTRACTOR is comprised of more than one individual, corporation or other entity, each of the entities comprising the CONTRACTOR shall be jointly and severally liable.

BINDING EFFECT: The provisions, covenants, and conditions in this CONTRACT apply to bind the parties, their legal heirs, representatives, successors, and assigns.

DONATION: CONTRACTOR agrees to provide an annual in-kind donation of \$1,000 during each year of this CONTRACT.

AMENDMENT TO CONTRACT: No modification or Amendment of the terms hereof shall be effective unless written and signed by the authorized representatives of all parties entitled to receive a right or obligated to perform a duty under this CONTRACT. A signed original is to be fastened to the original CONTRACT with signed copies retained by all parties.

The written modification is not to become effective for a period of seven (7) business days during which time either party may revoke the writing upon delivery to the other party of a written notice of that effect, dated and signed by a notary.

This CONTRACT is intended to conform in all respects to applicable statutes of the State of Iowa, and if any part or provision of this CONTRACT conflicts with any applicable statute or law, the statute or law shall govern.

This initial CONTRACT is effective from the 1st day of January, 2017 and shall expire on the 31st day of December, 20____, with the provision, however, that the CITY may terminate this CONTRACT upon notice to the CONTRACTOR when and if said CONTRACTOR shall cease to be licensed by a sanitary landfill agency/landfill/disposal facility approved by the CITY, or any other regulatory agency, or by the provisions set forth above for failure to perform and abide by the terms of this CONTRACT.

IN WITNESS WHEREOF, the contracting parties have executed this CONTRACT on the date first written above, executed in duplicate.

Client:

CITY of Indianola, Iowa

By: _____
Mayor

By: _____
CITY Clerk

CONTRACTOR:

Waste Management of Iowa, Inc.

By: _____
Name: _____
Title: _____

Meeting Date: 08/15/2016

Information

Subject

Consider amending Resolution No. 2016-73 Approving Salaries

Information

Council needs to consider amending Resolution No. 2016-73 approving salaries. When this resolution was approved on August 1, 2016 the names of the new police officers were not known. The new police officers have now been hired and it is appropriate to amend the resolution (packet) to include their names as follows:

Demareo Darrah, PO-1 \$47,943/year effective August 7, 2016

Sean Jones, PO-1 \$47,943/year effective August 7, 2016

Jennifer Williams, PO-1 \$47,943/year effective August 7, 2016

Roll call is in order.

Fiscal Impact

Attachments

Amended Resolution

AMENDED RESOLUTION 2016-73
APPROVING SALARIES

WHEREAS, Resolution 2016-73 approving salaries was approved by the City Council of the City of Indianola on August 1, 2016; and

WHEREAS, the names of the new police officers were not known at the time; and

WHEREAS, the new police officers have now been hired and it is appropriate to amend the Resolution to include the names.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF INDIANOLA, IOWA that Resolution 2016-73 is hereby amended to include the names of the newly hired police officers as follows:

Clint Dee, Police Officer, from PO-3 \$52,857/year to PO-4 \$55,498/year effective July 10, 2016

Michelle Burkart-Patrick Library Director, CE 11-1 \$68,027/year effective September 4, 2016 as recommended by the Library Board

James Taber, Part-time Library Assistant, from CE 1-3 \$12.907/hour to CE 1-4 \$13.310/hour effective August 7, 2016

Mary Upland, Part-time Library Assistant, from CE 1-1 \$12.046/hour to CE 1-1.5 \$12.272/hour effective July 24, 2016

Demareo Darrah, PO-1 \$47,943/year effective August 7, 2016

Sean Jones, PO-1 \$47,943/year effective August 7, 2016

Jennifer Williams, PO-1 \$47,943/year effective August 7, 2016

Tammy Bruce, Accountant, CE 7-1 \$47,405/year effective August 15, 2016

Passed and approved on the 15th day of August, 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 08/15/2016

Information

Subject

Resolution approving salaries

Information

This action sets salaries per the personnel management guide, union contract and seasonal salaries:

Norm Hart has passed his Grade 3 Operator Certificate - from Range 22-4+ \$55,372/year to Range 24-3+ \$58,057/year effective August 3, 2016

Audrey Lash, Seasonal Program Instructor, \$9.00/hour effective July 6, 2016

Kelly Kuebler, Seasonal Program Instructor, \$9.00/hour effective July 6, 2016

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION 2016-____
APPROVING SALARIES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Norm Hart has passed his Grade 3 Operator Certificate - from Range 22-4+ \$55,372/year to Range 24-3+ \$58,057/year effective August 3, 2016

Audrey Lash, Seasonal Program Instructor, \$9.00/hour effective July 6, 2016

Kelly Kuebler, Seasonal Program Instructor, \$9.00/hour effective July 6, 2016

Passed and approved on the 15th day of August, 2016.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 08/15/2016

Information

Subject

Motion to go into Closed Session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Information

Simple motion to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
